

PRIVACY COLLECTION NOTICE FOR CUSTOMER DUE DILIGENCE

This privacy collection notice outlines why we collect your personal information, what we collect, how we collect it and who we share it with.

Why we need to collect your information

We collect your personal information to comply with the Customer Due Diligence requirements in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act)*. This includes to:

- *establish and verify your identity before providing certain services to you or the person you are acting on behalf of*
- *assess and manage potential money laundering, terrorism financing, proliferation financing risks or related compliance risks associated with the provision of our services*
- *make reports required by law under the AML/CTF Act*
- *meet record keeping obligations under the AML/CTF Act.*

What personal information we collect

We collect the following types of personal information:

- *your full name, date of birth, residential address*
- *photo ID and unique identifier, such as a passport or driver's licence number*

We also collect the following sensitive information:

- whether you are a member of any political associations,
- professional or trade associations may also be used to verify your occupation or determine whether you are a politically exposed person
- whether you have any financial sanctions
- your source of wealth and/or your source of funds (if applicable)

How we collect your information

We will generally collect your personal information:

- in person directly in our office
- online via InfoTrack
- other sources such as from registers of companies, trusts, or public records (such as court records, regulatory filings, land registries), financial institutions or professional intermediaries

Who we may share your information with

We usually disclose personal information to third-parties to assist with AML/CTF obligations including identity verification and storage.

We may also share your personal information with AUSTRAC to meet our legal and regulatory obligations under the AML/CTF Act or the AML/CTF Rules.

What happens if we cannot collect your information

If you do not provide us with your personal information, we may not be able to verify your identity and provide you (or the person you are acting on behalf of) with the services you have requested.

Your privacy rights and our privacy policy

Our Privacy Policy contains further information about how we will handle your personal information and how you can access and correct your personal information. It also outlines how to lodge a complaint and how that complaint will be managed if you are concerned about how we handled your information. A copy of our AML/CTF Privacy Policy is attached.

How to contact us about your privacy

Privacy Manager contact details:

02 4323 3333 | info@taperells.com.au