

Data Handling and Electronic Verification Statement

Effective date 25 November 2019



Content

Introduction	2
How we collect your information	2
What personal information we collect	2
How we use your personal information	2
To whom we disclose your personal information	3
Data aggregation	3
Security of your personal information	3
Updating your personal information	3
Complaints about breaches of privacy	3
For Full information on our privacy Policy	3

Introduction

TPT Wealth Limited (We/Us) through its partners Link Group Pty Ltd (ABN 81 615 082) and Lab Group Services Pty Ltd (ABN 61 168 48414) (Partners) undertake online customer account opening, management and electronic identity verification. If you apply for an account with TPT Wealth online, we will collect and verify information about you from you (and others) and utilise these services to support us.

We are bound by the *Privacy Act 1988 (Cth)* and We are committed to respecting and protecting your personal information, i.e. any information that we hold about you through which you may be identified.

This statement explains how we collect, hold, use and disclose your personal information within the application process.

By providing personal information to us, you consent and authorise us do these things and you also give us the benefit of all consents in relation to your information that you have given to us – even if they are not found in this document.

How we collect your information

We will usually collect information directly from you via our account opening software provided by our Partners. Sometimes we will need to source personal information about you from a third party such as but not limited to a credit reporting agency or government agency.

If you already have opened an account with TPT Wealth, we may already hold information about you and have identified you. If so, we will share information we already hold.

If you do not provide your personal information to us, we will not be able to verify your identity or process your account application through this application process.

What personal information we collect

We only collect personal information about you that we need in order to provide account opening, management and identity verification services.

This may include, but is not limited to your name, date of birth, contact details, tax file number, Medicare number or other government identifier, financial information, employment, credit history, transaction history and other information we are required by law to collect.

We will only collect sensitive information about you, i.e. information about your racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health information, if we are required to do so by law.

How we use your personal information

We use the personal information we collect about you for the following purposes:

- verify and authenticate your identity;
- verify the accuracy of some information you have provided, e.g. your tax file number or Medicare number; and
- pass your information and identity verification to our partners so they can assist us manage your account.

We may use your personal information for related purposes if we believe you would reasonably expect us to do so, including providing you with information that may be of interest to you (unless you have opted not to receiving such information). We may use your personal information for purposes required by law.

To whom we disclose your personal information

We will always disclose your personal information and identify verification information to our partners with whom you apply to open an account.

Under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* we are required to verify your identity. In order to verify your identity electronically, we will ask you for your details (such as your name, address, date of birth) and details of your identification documents. This information will be passed on to external organisations in order to electronically match your information with information on their databases.

By applying you agree to provide your personal information to our partners and third party service providers so that we can identify you. The entities that we use to help us can include but not limited to:

- Credit reporting bodies;
- Government agencies;
- External data storage providers such as Equifax Pty Ltd;
- Publicly available information such as white pages; and
- Information held by the official record holder via third party systems.

It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to provide false and misleading information about your identity.

Although it is unlikely that we will provide your personal information to overseas recipients, some of our suppliers may. We will take reasonable steps to ensure that they do not provide your information to anyone who will not protect it in a similar way to us.

We may disclose your personal information to our affiliates and related companies. We will always require anyone to whom we provide your personal information to manage it substantially in accordance with this statement.

We may also provide your information to third parties if we are required to do so by law or under some unusual circumstances which are permitted under the *Privacy Act 1988 (Cth)*.

Data aggregation

We will de-identify and aggregate information we hold about you and other individuals by removing information that could identify you. We will use this anonymised data for internal purposes, e.g. to obtain insights about our

business and identify opportunities for improvement in our services, and we may make it available to third parties where appropriate to assist them to improve their business and services (but not to re-identify you).

Security of your personal information

We will take all reasonable steps to ensure that your personal information is stored safely and securely. We protect your personal information by restricting access to your personal information and by securely destroying or de-identifying your information when it is no longer needed.

Updating your personal information

If you wish to access, correct or update your personal information, please contact us on **1300 138 044** or via email at info@tptwealth.com.au.

Complaints about breaches of privacy

If you are not satisfied with the way in which we handle your personal information, you may complain to us via phone on **1300 138 044** or via email at info@tptwealth.com.au.

For full information on our Privacy Policy

If you would like more information on how we use our information please see our full privacy policy available in this application.

