

Privacy Policy

Our Firm “**B. Bagaria & Sons**” (www.ourtax.info) deals with information privacy in accordance with the accepted privacy principles. We also comply with the restrictions on sending emails and other types of commercial electronic messages.

Our firm may collect and hold personal information for the purpose of dealing in with clients taxation matters without which we may not be able to contact them or otherwise interact with them, process their application, registration or request, perform our legal and other functions, obligations and responsibilities, administer our complaints service, and disciplinary process, mediation service, or any other functions, or provide them with some or all of our services and products

Use of personal information

Our firm generally collects, holds, uses personal information for:

- a) Dealing in taxation matters,
- b) Conducting, managing and reporting on quality assurance reviews and audits;
- c) For sending information about taxation services, products, and similar matters;

Security of Personal Information

Our Firm holds the personal information it collects on electronic databases and in hard copy records. We take reasonable steps to protect the security of personal information against the loss, misuse, interference and/or unauthorised access, disclosure or alteration of information under our control. These security measures include:

Firewalls - to prevent the hacking of our database;

Clauses in employee agreements requiring confidentiality and training on the importance of the privacy legislation;

The use of passwords for access to database information and the use of security levels within the database to ensure that client only access the information they require; and

Variations to the Privacy Policy

Our Firm reserves the right to modify this Privacy Policy at any time by publishing an updated version of this Privacy Policy on our website.

Access and correction of personal information

Our Clients may request access to their personal information and request its correction by writing to us or communicating to us by any other means. Our Firm will in most cases provide an individual access to their personal information.