
Bridgeport Consulting Group Pty Ltd
ABN: 46 123 756 696

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Privacy policy



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PRIVACY POLICY

This privacy policy applies to the services offered by Bridgeport Consulting Group Pty Ltd (ABN 46 123 756 696)

Introduction

BRIDGEPORT CONSULTING GROUP is a Pty Ltd Company registered with ASIC. BRIDGEPORT CONSULTING GROUP was founded in February 2007 and is wholly owned by management. Bridgeport's management has been providing advice for many years, and has built distribution channels in companies such as ANZ bank, TOWER Australia, Bendigo Bank. Over the past eight years his time has been spent managing SME's, providing business development strategy, corporate governance (risk management analysis and review), staff change management, P&L efficiency review, business strategy development, systems and process implementation.

Our prime aim is to provide Management Consulting Services to our Business Clients. Our clients are provided comprehensive Consulting Services which include Guidance and Mentoring, P&L analysis designed to ensure superior profitability ensuring that your business asset is performing to your expectation, assisting companies manage risk, improve cash flow and establishing management systems that will provide timely data for you to make informed decisions about your business.

The business has four distinct areas of services:

- ◆ Professional Services i.e. risk management, guidance and mentoring
- ◆ Out sourced Office Solutions
- ◆ Fully integrated management systems
- ◆ IT and support Services

BRIDGEPORT CONSULTING GROUP approach is holistic. As a result, BRIDGEPORT CONSULTING GROUP has enjoyed much success as a consulting Group through its technical expertise, well researched product range, professional account management and range of unique services.

The staff and management of BRIDGEPORT CONSULTING GROUP are committed to quality service for the benefit of our business clients. To achieve this, we strive to be at the leading edge of management and office services and the technology to support an efficient industry. We are particularly proud of those who we are associated with in providing our service.

Privacy Considerations

Keeping records about companies we deal with is necessary and important. The information given to BRIDGEPORT CONSULTING GROUP by its business clients is frequently of a confidential nature. Without this information however, it would be difficult to assess a business clients needs. It is imperative that such information be treated confidentially. Both the general and common law impose confidentiality obligations on organisations such as BRIDGEPORT CONSULTING GROUP which in some respects are similar to those which exist with solicitor /

client relationships. BRIDGEPORT CONSULTING GROUP supports these principles and has processes in place to respect them.

The Federal Government introduced the Federal Privacy Act in 1988 and the Privacy Amendment (Private Sector) Act 2000. These Acts lay down strict privacy safeguards which Federal Government departments and private organisations must observe when collecting, storing and using your business data.

The legislation contains principles that include the following:

- ◆ Business data must only be collected for a purpose which is lawful, and which directly relates to a function or activity of the collector;
- ◆ The collection of that business data must be necessary for, or directly related to that purpose;
- ◆ The collector must tell the individual concerned of the purpose for which the information is being collected;
- ◆ If the collector intends to pass the information to another party, the person providing the information must be told this.
- ◆ Any information collected should be relevant, up-to-date where appropriate, and complete; and
- ◆ Once collected, the business data must be protected by appropriate safeguards against loss, and also against unauthorised access, use, modification or disclosure to unauthorised or inappropriate persons, and other misuse.

BRIDGEPORT CONSULTING GROUP Privacy Policy

BRIDGEPORT CONSULTING GROUP support and abide by the following ten National Privacy Principles outlined in the Act.

1. Collecting Business Data

BRIDGEPORT CONSULTING GROUP is committed to safeguarding your personal privacy. We recognise that you have a right to control how your business data is collected and used. We know that providing business data is an act of trust and we take that seriously. Unless you directly give us consent to do otherwise, BRIDGEPORT CONSULTING GROUP will only collect and analyse your business information contained within the *Confidential Business Data Questionnaire* and file notes for the purpose of providing your business with the Consulting services discussed and communicated directly with you.

As BRIDGEPORT CONSULTING GROUP offers a variety of products and services, a number of them may be of interest to your business. Any business information we collect may be used to gauge the businesses suitability for only the products or services that have been discussed with you. We will acquire your explicit permission before we use any business information to gauge you suitability for any of our other products and services.

BRIDGEPORT CONSULTING GROUP will not collect or monitor any business data about you as this maybe construed to be providing financial planning advice. The only business data we collect is what you tell us about yourself as the business owner.

2. Using and disclosing your personal information

We intend to use your business information for the following purposes only:

- To fulfil our obligation under any contract and/or any other contract between you and Bridgeport Consulting Group;
- To provide you with information about our products, services and/or special offers unless you explicitly request us not to;
- To ask you for your opinion or comments about our products and/or services. You may answer at your discretion; and
- To track general traffic patterns showing in usage of certain services that we offer, without identifying the usage patterns of any particular individual.

As BRIDGEPORT CONSULTING GROUP recognises the trust that you place in us when you give us your business information, we will not use or disclose any information about your business for other purposes without your consent, except for in exceptional cases such as if disclosure is required by laws or is necessary to protect the rights or property of Bridgeport Consulting Group, or any member of the public, or to lessen a serious threat to a person's health or safety.

We may contact you by mail, telephone or at your email address, which you provide us in order to:

- Provide you with information which may be of interest about updates, new BRIDGEPORT CONSULTING GROUP products or services and other matters which may interest you;

and

- To send you a newsletter.

If you are receiving communications from BRIDGEPORT CONSULTING GROUP and do not wish to receive this information any longer, you may remove your name from our list either by telephoning us on 0400 122 814, emailing us at damian.laidler@bridgeportcg.com.au or you may also write to us. Please address your correspondence to:

The Manager,
Bridgeport Consulting Group Pty Ltd
Norwest Business Park
PO Box 8118,
Baulkham Hills B.C. 2153

3. Data Quality of you business information

BRIDGEPORT CONSULTING GROUP will take all reasonable steps to ensure that your business data is used and or disclosed in an accurate, complete and up-to-date manner. Naturally, this information will only be as accurate as our business clients provide it to us.

4. Storage and security of your business Data

BRIDGEPORT CONSULTING GROUP will also endeavour to take all reasonable steps to keep secure any information that we hold about your business and to protect it from misuse and loss and from unauthorised access, modification or disclosure. Our employees and data processors are obliged to respect the confidentiality of any business data held by Bridgeport Consulting Group. We will take reasonable steps to destroy or permanently de-identify your business data if it is no longer needed for any purpose for which the information was originally intended.

BRIDGEPORT CONSULTING GROUP provides links to certain industry related web sites outside the BRIDGEPORT CONSULTING GROUP site. These linked sites are not under the control of BRIDGEPORT CONSULTING GROUP, and we are not responsible for the conduct of companies linked to our website. Before disclosing your business data on any other web site, we advise you to examine the Terms and Conditions of those web sites.

As we cannot guarantee the security of communications over the Internet, we are not able to give absolute assurance that, if your business data is provided to BRIDGEPORT CONSULTING GROUP via this medium, it will be secure at all times. BRIDGEPORT CONSULTING GROUP will not be held responsible for events arising from unauthorised access to your business data.

5. Openness

The purpose of this document is to clearly express Bridgeport Consulting Group policy on the management of your business data. All of Bridgeport Consulting Group's staff will be able to explain any further details if you wish.

You are entitled to know what sort of business data we hold, for what purposes and how we collect, hold, use and disclose that information.

6. Access to and correction of your business data

If at any time you want to know what information we hold about you, you are welcome to request your business data by contacting us. If you want to change and correct business data that is inaccurate or out of date, please let us know. To have business data deleted, please let us know in the same manner, and we will take reasonable steps to delete your business data unless we need to keep it for legal reasons.

7. Business Client identifiers

BRIDGEPORT CONSULTING GROUP does not use as a business client identifier any number, code or other form of identifier used by any agency or other external entity (eg: your ABN Business tax file number if collected). Similarly we will not disclose any identifier assigned to a business by an agency unless it is necessary for us to fulfil our obligations to that agency.

8. Anonymity

You have the option of not identifying yourself when entering transactions with BRIDGEPORT CONSULTING GROUP wherever it is lawful and practicable.

In most circumstances however, it would not be practicable to not identify yourself when receiving consulting services or transacting other business with BRIDGEPORT CONSULTING GROUP or any of its staff.

9. Trans-border data flows

BRIDGEPORT CONSULTING GROUP will only transfer business data about your company to someone who is in a foreign country if:

the organisation, or for the implementation of pre-contractual measures taken in We reasonably believe that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or

- (a) You consent to the transfer; or
- (b) The transfer is necessary for the conclusion or performance of a contract between you and response to your request.

Your business data will then only be transferred if we believe it to be for the benefit of your business, or if it is impracticable to obtain the consent from you for that transfer and if so, if we believe that you would be likely to give consent.

We will take reasonable steps at all times to ensure that the information, which has been transferred, will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.

10. Sensitive Information

BRIDGEPORT CONSULTING GROUP will not collect sensitive information about you unless:

- (a) You have consented; or
- (b) The collection is required by law; or
- (c) The collection is necessary to prevent or lessen a serious and imminent threat to your life or health, in the case that you were physically or legally incapable of giving consent or cannot communicate consent to the collection; or
- (d) The collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

You may contact the Office of the Federal Privacy Commissioner if you are dissatisfied with any of our Privacy Policy.