

Privacy Policy

1. Introduction

Canny Business Solutions is committed to protecting the privacy and confidentiality of personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information when providing our services.

2. Collection of Personal Information

We collect personal information necessary for business operations and AML/CTF compliance.

Types of information collected:

- Full name
- Date of birth
- Residential and business address
- Contact details (phone, email)
- Identification documents (e.g., driver's licence, passport)
- Business/company details
- Tax and financial information
- Beneficial ownership details

How we collect:

- Directly from you
- Forms and onboarding documents
- Third parties (verification services, government registers)
- Public sources

3. Purpose of Collection

We use your information to:

- Provide accounting and advisory services
- Verify identity (AML/CTF compliance)
- Perform customer due diligence (CDD)
- Meet legal and regulatory obligations
- Prevent fraud and financial crime

4. AML/CTF Compliance

Where applicable, we may:

- Verify your identity before engagement
- Monitor business relationships
- Report suspicious matters to AUSTRAC
- Retain records for at least 7 years

Failure to provide required information may prevent us from providing services.

5. Disclosure

We may disclose information to:

- AUSTRAC, ATO, and regulators
- Identity verification providers
- Professional advisors
- IT/cloud service providers

We do not sell personal information.

6. Data Storage and Security

We store personal information securely and take reasonable steps to protect it in accordance with Australian privacy laws.

7. Data Security

We protect information through:

- Secure systems and encryption
- Access controls
- Confidentiality obligations
- Secure disposal practices

8. Retention

We retain personal data as required for:

- Service delivery
- Legal compliance (including AML/CTF obligations)

9. Access & Correction

You may request access to or correction of your personal information by contacting us.

10. Complaints

Contact us if you have concerns. If unresolved, you may contact the OAIC:
<https://www.oaic.gov.au>

11. Contact Us

Canny Business Solutions
Address: Unit 2/12 Baldwin Street, Caloundra QLD 4551
Phone: 07 5354 6016
Email: admin@cannybs.com.au

12. Updates

We may update this policy from time to time.