

Privacy Policy

Brevity Co Pty Ltd

ABN: 60 696 018 989

Effective date: 14 April 2026

1. Our Commitment to Your Privacy

Brevity Co Pty Ltd (referred to throughout this document as "Brevity Co", "we", "our", or "us") operates as a specialist accounting, taxation, and business advisory firm. We understand that the nature of our work requires clients and professional partners to entrust us with personal and financial details, and we take that responsibility seriously.

This Privacy Policy explains the types of personal information we gather, why we gather it, how we safeguard it, and what choices you have regarding its handling. We have designed our practices to satisfy the requirements of the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs) contained in Schedule 1 of that Act.

We may revise this policy periodically to keep pace with changes in our operations, technology, or applicable law. The current version will always be available on our website.

2. Who and What This Policy Covers

This policy applies to all personal information handled by Brevity Co in the course of delivering advisory, consulting, and analytical services. It covers information relating to:

- clients and their representatives
- accounting professionals and firm partners who engage us
- prospective clients who enquire about our services
- suppliers, contractors, and business contacts
- visitors to our website and digital platforms

Where we act on instructions from an accounting firm or other professional intermediary, that firm remains the primary controller of its client's data. Our role in those engagements is limited to processing the information necessary to deliver the requested advisory output.

3. Categories of Personal Information We Gather

3.1 Information provided directly

Depending on the engagement, we may ask you (or your professional adviser) to supply some or all of the following:

- full name, postal address, telephone number, and email address
- date of birth, gender, or marital status where relevant to the advisory matter
- financial records such as income statements, balance sheets, asset and liability schedules, superannuation balances, and insurance arrangements
- entity details including ABNs, ACNs, trust deed extracts, and corporate structures

- bank or payment details needed to process invoices or verify transactions
- employment history or professional qualifications where relevant

3.2 Sensitive information

Certain categories of data attract heightened protection under the APPs. We will only gather sensitive information - for example, Tax File Numbers, health-related data, or professional membership details - where it is directly relevant to the advisory work we have been asked to perform and, where required by law, with your express agreement.

3.3 Information from third parties

Occasionally, personal information reaches us through a referring accountant, solicitor, financial planner, or another professional acting on your behalf. When this occurs, we treat the information with the same level of care as data you provide to us directly. Where practicable, we will let you know that we have received information about you from a third party.

3.4 Information we did not request

If we receive personal information that we did not solicit and that we determine is not reasonably needed for any of our functions, we will either destroy it or remove any identifying features as soon as it is practicable and lawful to do so.

4. Why We Gather and Use Personal Information

We gather personal information for the following purposes:

- to deliver accounting, tax, and business advisory services
- to meet our obligations under Australian taxation law, corporations law, and professional conduct standards
- to communicate with you about your engagement, including progress updates and deliverables
- to issue invoices, process payments, and manage our accounts
- to improve our services and develop new offerings
- to send you professional updates, articles, invitations to events, or other material we believe may be useful to you (see Section 6 on direct marketing)
- to comply with any court order, regulatory direction, or legal obligation

We will not repurpose your personal information for an unrelated objective without first obtaining your permission, unless the secondary use falls within an exception recognised by the APPs (for instance, where the use is required by law or necessary to prevent a serious threat to safety).

5. When We Share Personal Information

We do not sell, rent, or trade personal information. We may, however, share information with the following categories of recipients when necessary to fulfil the purposes described in Section 4:

- your nominated accountant, solicitor, financial planner, or other professional adviser
- regulatory bodies such as the Australian Taxation Office, ASIC, or state revenue offices, where disclosure is required by law

- professional standards and licensing bodies, including the Tax Practitioners Board, for compliance or audit purposes
- technology service providers who assist with hosting, data storage, or communication platforms, under strict confidentiality terms
- insurers, where relevant to the advisory matter
- courts, tribunals, or law enforcement agencies, where we are compelled to do so

6. Direct Marketing

From time to time we may send you professional insights, event invitations, or service announcements that we consider relevant to your interests. We will only do this where you have either given your consent or where it is reasonable to expect you would welcome the communication based on your existing relationship with us.

You can opt out of marketing communications at any time by using the unsubscribe mechanism in any email we send or by contacting us at the details listed in Section 12. We will action your request promptly. We will never use sensitive information for marketing purposes without your explicit consent.

7. Government-Issued Identifiers

We do not use government-issued identification numbers (such as Tax File Numbers or Medicare numbers) as our own internal reference or identification system. We will only record and use such identifiers where Australian law requires or authorises us to do so in the course of providing advisory services.

8. Keeping Your Information Accurate

Accurate data is fundamental to sound advisory work. We take reasonable steps to make sure the personal information we hold is correct, current, and fit for the purpose for which it is being used. If you become aware that any details we hold are outdated, incomplete, or incorrect, we encourage you to let us know so we can update our records without delay.

9. How We Protect Your Information

We employ a combination of technical, administrative, and physical safeguards to guard personal information against misuse, loss, unauthorised access, modification, or disclosure. These measures include:

- access controls that restrict who within our firm can view or handle personal information
- encryption of data in transit and at rest where appropriate
- secure disposal procedures for information that is no longer required
- staff awareness of privacy obligations and data-handling protocols
- regular review of our security posture against evolving threats

No system is completely immune from risk. If a data breach occurs that is likely to result in serious harm, we will notify the affected individuals and the Office of the Australian Information Commissioner in accordance with the Notifiable Data Breaches scheme under Part IIIC of the Privacy Act 1988.

10. Your Rights

10.1 Accessing your information

You are entitled to ask us what personal information we hold about you. On receiving a written request, we will respond within 30 days. In most cases we will provide the information free of charge, though we reserve the right to apply a reasonable fee if the request is unusually complex or resource-intensive. We may decline access in limited circumstances permitted by the APPs, and if so, we will explain the reason.

10.2 Correcting your information

If you believe any personal information we hold about you is inaccurate, out of date, or incomplete, you may ask us to correct it. We will address your request within a reasonable timeframe and, where the correction is made and the information has previously been shared with a third party, we will notify that third party if you ask us to and it is practicable to do so. There is no charge for requesting a correction.

10.3 Dealing with us anonymously

In some circumstances you may prefer not to identify yourself when interacting with us. Where this is feasible given the nature of the interaction, we are happy to accommodate that preference. However, for most advisory engagements, we will need to verify your identity in order to deliver the service properly and meet our professional and legal obligations.

11. Website, Cookies, and Digital Analytics

When you visit our website, our servers may automatically record standard technical data such as your browser type, operating system, pages viewed, and the date and time of your visit. This data is used in aggregate to help us understand how visitors navigate our site and to improve the user experience.

11.1 Cookies

Our website uses small data files known as cookies. These help the site function correctly, remember your preferences, and provide us with anonymised analytics about visitor behaviour. The principal categories are:

- Necessary cookies - required for core site functionality such as navigation and form submission
- Functional cookies - used to remember choices you make (e.g., language or region) and provide a tailored experience
- Analytics cookies - used via tools such as Google Analytics to gather aggregated usage statistics

You can adjust cookie settings through your browser at any time. Disabling certain cookies may reduce the functionality of our site.

11.2 Email tracking

Some of our email communications may include technology that records whether the message was opened or links were clicked. This helps us gauge the relevance of our content. You can opt out of these communications using the unsubscribe link in the email.

11.3 Embedded content and third-party services

Our website may occasionally embed content hosted by external providers (for example, video platforms or survey tools). Those providers may collect their own usage data when you interact with embedded content, and their practices are governed by their own privacy policies.

12. Questions, Complaints, and Contact Details

If you have any questions about this policy, wish to request access to or correction of your personal information, or would like to raise a concern about how we have handled your data, please contact:

The Privacy Officer

Brevity Co Pty Ltd

Email: info@brevityco.com.au

Phone: +61 07 3087 3434

Office/Mail: Level 19, 10 Eagle Street, Brisbane, QLD 4000

We aim to acknowledge your enquiry within 14 business days and to provide a substantive response within 30 days.

If you are dissatisfied with our response to a privacy complaint, you have the right to escalate the matter to:

Office of the Australian Information Commissioner

GPO Box 5218, Sydney NSW 2001

Phone: 1300 363 992

Email: enquiries@oaic.gov.au

Website: www.oaic.gov.au

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