

Privacy Policy

1. Purpose

Wade Group Consulting & Advisory (ABN 46 661 330 963) ("Company") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and manage your personal information in accordance with the Australian Privacy Principles under the *Privacy Act 1988 (Cth)*.

2. What is Personal Information?

Personal information refers to any information or opinion that identifies you, or can reasonably be used to identify you.

3. Why We Collect Personal Information

We collect personal information to:

- Manage your relationship with us
- Provide requested services or facilities
- Comply with legal and regulatory obligations

Without this information, we may be unable to offer our services.

4. What Information We Collect

We may collect the following types of personal information:

- Name
- Address and contact details
- Date of birth
- Banking or payment details

We generally do not collect sensitive information (e.g., race, political or religious beliefs). If such data is required, we will obtain your explicit consent.

5. How We Collect Personal Information

5.1 Direct Collection

We collect personal information directly from you when you contact us by phone, email, online forms, or during service delivery.

5.2 Third-Party Collection

We may also receive your information from third parties (e.g., service providers or vendors), where direct collection is not practical.

5.3 Website Interactions

We collect usage data through cookies and tracking technologies to improve site performance and personalise user experience. This data is typically de-identified, but where linked to personal information, it will be handled accordingly. You can manage cookies in your browser settings.

5.4 Unsolicited Information

If we receive personal information unintentionally, and it is not required, we will take reasonable steps to de-identify or securely dispose of it.

6. How We Store and Protect Information

We take reasonable steps to secure personal information against misuse, loss, and unauthorised access, including:

- Password-protected systems
- Staff training
- Firewalls and security software
- Secured physical storage

We destroy or de-identify data when no longer needed.

7. How We Use Your Information

We may use your personal information to:

- Deliver and manage services
- Resolve complaints or disputes
- Prevent fraud or misconduct
- Confirm your identity or tax status
- Comply with legal requirements

We may also use your information to offer products or services of potential interest. You can opt out at any time using the unsubscribe option or by contacting us.

8. Disclosure of Information

We do not sell, trade, or rent your personal information.

We may share information with trusted third parties, including:

- Legal and accounting professionals
- Technology and registry service providers
- Consultants acting on our behalf

We may disclose information within Australia or internationally, where appropriate safeguards are in place. Information may also be shared with regulators or authorities where legally required, including under the *Corporations Act 2001 (Cth)*.

9. Accessing or Correcting Your Information

You may request access to or correction of your personal information at any time by contacting us. We may require proof of identity. If we decline your request, we will provide reasons in writing.

10. Complaints and Concerns

If you have concerns about how we handle your personal information:

- Contact us directly (see Section 11)
- We may request written details for clarity and resolution
- We will respond within 30 days

If unresolved, you may contact the **Office of the Australian Information Commissioner (OAIC)** via www.oaic.gov.au. Further information is also available at www.privacy.gov.au.

11. Our Contact Details

Please mark all correspondence to the attention of the Company Secretary.

Phone: 1300 383 799

Email: info@wadegroupadvisory.com

Post: Wade Group Consulting & Advisory
PO Box 2161, Southport BC QLD 4215

12. Updates to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available at www.wadegroupadvisory.com. Continued use of our services indicates your acceptance of any updates.