

PRIVACY POLICY

At Next Step Super, we are committed to protecting the privacy and confidentiality of our clients' personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard the personal information we obtain from our clients and visitors to our website. We comply with applicable privacy laws and regulations to ensure that your personal information is handled securely and responsibly.

1. **Collection of Personal Information:** We collect personal information from our clients and website visitors in order to provide our services effectively. The types of personal information we may collect include names, contact details, identification documents, financial information, and other relevant details necessary for SMSF accounting purposes. We will only collect personal information with your consent and through lawful means.
2. **Use of Personal Information:** We use personal information for the following purposes:
 - Providing SMSF accounting services and fulfilling our contractual obligations.
 - Communicating with clients regarding their SMSF accounting needs.
 - Responding to inquiries and providing information about our services.
 - Internal record-keeping, administration, and compliance with legal obligations.
 - Improving our services, website, and client experience.
3. **Disclosure of Personal Information:** We may disclose personal information to third parties in the following circumstances:
 - When required by law, such as complying with legal obligations or responding to court orders or regulatory requests.
 - To trusted service providers or business partners who assist us in delivering our services, provided they also uphold appropriate privacy and security standards.
 - With your explicit consent or as necessary to fulfill the purpose for which the information was provided.
4. **Data Security:** We take reasonable measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. We use industry-standard security protocols and encryption techniques to safeguard personal information. However, no data transmission or storage method can be guaranteed as 100% secure, and we cannot guarantee the absolute security of your personal information.
5. **Access and Correction:** You have the right to access, update, and correct your personal information held by us. If you believe that any information we hold is inaccurate, incomplete, or outdated, please contact us, and we will promptly make the necessary corrections, unless we are required by law to retain the information.
6. **Cookies and Tracking Technologies:** Our website may use cookies and other tracking technologies to enhance user experience, analyse website usage, and gather information about visitors' preferences. These technologies may collect non-personal information such as IP addresses, browser types, and referring pages. You can disable cookies through your browser settings, although this may affect your browsing experience.
7. **Links to External Websites:** Our website may contain links to external websites. We are not responsible for the privacy practices or content of those websites. We encourage you to review the privacy policies of any external sites you visit.

8. Changes to the Privacy Policy: We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. The updated Privacy Policy will be posted on our website, and the revised date will be indicated at the top of the policy.
9. Contact Us: If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, please contact us using the provided contact details.

By engaging our services or using our website, you acknowledge that you have read, understood, and agreed to the terms of this Privacy Policy.