

**The Institute of Public Accountants ABN 81 004 130 643  
Collection Notice**

The Institute of Public Accountants ABN 81 004 130 643 (**IPA**) uses this collection notice to set out the prescribed information in the Australian Privacy Principles (**APP**) contained in the Privacy Act 1988 (Cth).

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## **1 IPA Privacy Policy**

A complete summary of IPA's policies relating to the privacy of your personal information is available on the IPA websites at [www.publicaccountants.org.au](http://www.publicaccountants.org.au) and [www.pubacct.org.au](http://www.pubacct.org.au) (**Privacy Policy**).

The Privacy Policy explains how you may access personal information held by IPA and seek the correction of the information and how you may complain about a breach of the APP, or a registered APP code (if any) that IPA is bound by and how IPA will deal with a complaint.

A printed copy of the privacy policy can be obtained free of charge by contacting IPA's Privacy Officer.

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## **2 IPA's contact details**

If you have any questions or concerns regarding the IPA Privacy Policy or IPA's use of your information, please contact us the IPA privacy officer at:

- Email: [marketing@publicaccountants.org.au](mailto:marketing@publicaccountants.org.au)
- Telephone: 03 8665 3100
- Fax: 03 8665 3130
- Post: IPA Privacy Officer, GPO Box 1637, Melbourne VIC 3001.

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## **3 How the IPA collects your personal information (if collected from someone other than you)**

IPA may collect your personal information from third parties including:

- your legal representatives;
- educational providers that assist IPA programs;
- direct marketing database providers;
- the Australian Tax Office (**ATO**) and the Australian Securities and Investment Commission (**ASIC**);
- professional indemnity insurance providers; and
- public sources (directories, membership lists, professional and trade associations, ASIC, bankruptcy or court registry searches).

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## **4 Why did IPA collect the personal information?**

The main purpose for which IPA collects personal information is to provide services and benefits to members and to maintain, extend and grow the IPA's membership.

The IPA may use your information to:

- process applications for memberships;
- send and processing subscription renewals;
- inform members of services offered by the IPA;
- understand IPA member's needs and requirements;
- provide information for professional development, and delivering articles, videos and blogs;
- lobby government;
- manage and run the IPA websites;
- providing you with information about IPA services including CPE programs;
- deliver or enhance IPA services;
- maintain contact with you about IPA services;
- help IPA maximise the benefits IPA provides to members or to assist the IPA in complying with its organisational object, charter or mandate;
- monitor for any unauthorised use of the IPA's websites;
- report to you about IPA work or encourage you to learn about what the IPA does; and

- any other purpose directly related to IPA work and for which you have provided consent (where it is reasonably required by law)

## **5 Consequences to you if IPA does not collect all or some of your personal information**

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You can refuse to provide personal information.

However a refusal may mean that the service you requested is not provided or membership will be refused or forfeited.

## **6 Sharing your personal information**

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IPA may use and disclose personal information for related purposes to third parties. Types of organisations to whom IPA may disclose your personal information includes:

- government bodies such as ATO, ASIC, Australian Prudential Regulatory Authority, the police or courts;
- professional or government organisations; and
- information technology service providers;
- planning research and development providers;
- publishers of IPA's newsletters, student handbooks and course material;
- conference organisers;
- marketing and communications agencies;
- call centers and call training centers;
- mailing houses, freight and courier services;
- printers and distributors of marketing material; and
- external advisers (recruiters, auditors and lawyers).

IPA does not provide, rent, sell or exchange your personal information to third parties without your prior approval.

## **7 Does IPA disclose your personal information overseas?**

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IPA may disclose your personal information to other third party service providers operating outside Australia who work with IPA or one of IPA's suppliers, agents, or partners. IPA may also store your personal information on servers based overseas or in the "cloud" or other types of networked or electronic storage.

Before disclosing your personal information to an overseas third party, IPA will first take reasonable steps to ensure that the overseas recipient:

- does not breach the APPs in relation to your personal information; or
- the recipient of the information is subject to a law, or binding scheme, that has the effect of protecting your personal information in a way that is substantially similar to the way in which the APPs protect the information.

To make it easy for you to deal with IPA and provide you with a more personal and consistent experience, IPA may exchange and combine personal information with related entities for the purposes described in this Privacy Policy.

If your personal information is collected using a document that references this Privacy Policy, you are taken to consent to the disclosure, transfer, storing or processing of your personal information outside of Australia.

You acknowledge and understand that by providing such consent:

- IPA will not be required to take steps as are reasonable in the circumstances to ensure that such third parties comply with the APPs;
- if the overseas recipient handles your personal information in breach of the APPs:
  - IPA will not be liable under the Act; and
  - you will not be able to seek redress under Act.
- the overseas recipient may not be subject to any privacy law or principles similar to the APPs;
- you may be unable to seek redress overseas;
- the overseas recipient is subject to a foreign law that could compel the disclosure of personal information to a third party, such as an overseas authority.

If you withdraw consent, IPA will not rely on this consent when dealing with your information going forward.