

# Morgan Wealth Management group

## ***Privacy Policy***

## ***About this Policy***

We recognise that your privacy is important to you. This policy has been produced by the Morgan Wealth Management Group Pty Ltd to provide you with information on the collection, storage, use and disclosure of your personal information.

Morgan Wealth Management Group Pty Ltd is governed by legislation protecting your personal information, including the Privacy Act 1988 and Australian Privacy Principles (APPs) Privacy Amendment (Enhancing Privacy Protection) Act 2012 which replace the National Privacy Principles established under the Privacy Amendment (Private Sector) Act 2000

## ***Collection***

As a financial services organization, we are subject to certain legislative and regulatory requirements that necessitate us obtaining and holding detailed information, which personally identifies you and/or contains information or an opinion about you ("personal information"). In addition, our ability to provide you with a comprehensive financial planning and advice service is dependent on us obtaining certain personal information about you, including:

- details of your financial circumstances, needs, objectives (including your assets and liabilities, both actual and potential), income and expenditure;
- details of your insurance cover and superannuation
- details of your investment preferences and your aversion or tolerance to risk;
- tax file numbers;
- information about your current employment and employment history, family commitments and social security eligibility;

The Corporations Act requires us to collect sufficient information to ensure appropriate advice can be given in respect of recommendations made to our clients. Failure to provide the personal information referred to above may expose you to higher risks in respect of the recommendations made and may affect the adequacy or effectiveness of advice we give to you.

## ***Information Collection Policies***

We will not collect any personal information about you unless you have knowingly provided that information to us or authorised a third party to provide that information to us.

We will only collect, maintain and use personal information about you if it is necessary for us to adequately provide the services you have requested including:

- The provision of financial planning advice to you;
- Making and reviewing securities, investment and insurance recommendations;
- Superannuation fund administration.

## ***Information use and disclosure policies***

We will not use or disclose personal information collected by us for any purpose other than:

- The purposes for which it was provided or a secondary related purpose where you would reasonably expect us to use or disclose the information; or
- Where you have consented to such disclosure; or
- Where required or authorised under law, in circumstances relating to public health and safety and in connection with certain operations by or on behalf of an enforcement body.

We are obliged under the Corporations Act to maintain certain transaction records and make those records available for inspection by the Australian Securities and Investments Commission. We are also required, under the Rules of Professional Conduct of the Financial Planning Association of Australia, to make certain information available for inspection by the Association on request to ensure ongoing compliance with mandatory professional standards. In addition, we may contract external parties to conduct compliance or financial audits. This may involve the disclosure of your personal information.

We may use the personal information collected from you for the purpose of providing you with direct marketing material such as articles that may be of interest to you, however you may request not to receive such information and we will give effect to that request. Please allow 2 weeks for your request to be actioned.

We may disclose your personal information to superannuation fund trustees, insurance providers, mortgage providers and product issuers for the purpose of giving effect to your financial plan, the recommendations made by us and the administration of your affairs.

In order to ensure that you receive a personal and tailored service, your personal information may be transferred to our authorised representatives, accounting staff or superannuation fund administrators. It is a condition of our agreement with each of our representatives and staff that they adopt and adhere to this privacy policy. If you have any concerns in this regard, you should contact us.

### ***Document storage and security policies and practices***

Your personal information is generally held in your client files. Information may also be held in a computer database.

We will at all times seek to ensure that the personal information collected and held by us is protected from misuse, loss, unauthorised access, modification or disclosure. At all times your personal information is treated as confidential and any sensitive information is treated as highly confidential. All record movements off premises are recorded in a central register. All computer-based information is protected through the use of access passwords on each computer. Data is backed up each evening and stored securely off site.

In the event you cease to be a client of this organisation, any personal information that we hold about you will be maintained on site or in a secure off site storage facility. Records will be kept for a period of up to 7 years in order to comply with legislative and professional requirements. After that time the information will be destroyed. Please note that if you are an investor in a syndicate or scheme, your records will be maintained for a period of 7 years after the termination of that syndicate or scheme.

### ***Gaining access to your personal information***

You may request access to your personal information at any time. We will require you to provide evidence of your identity, prior to providing access in accordance with this policy. We will provide you with access to information by either providing you with copies of the information requested, allowing you to inspect the information requested, or providing you with an accurate summary of the information held.

We will not provide you access to personal information which would reveal any confidential formulae or the detail of any in house evaluative decision making process, but may instead provide you with the result of the formulae or process or an explanation of that result.

The National Privacy Principles place certain other restrictions on the release of your personal information to you. Restrictions include that the provision of access would have an unreasonable impact on the privacy of others, that the request for access is frivolous or vexatious or that the provision of access is unlawful. In the event we refuse you access to your personal information, we will provide you with an explanation for that refusal.

### ***Access and correction***

We will try to ensure that, at all times, the personal information we hold about you is accurate and up to date. If you can provide us with evidence that any personal information we hold about you is inaccurate, incomplete or outdated, and we agree that the information requires correcting, we will take all reasonable steps to correct it.

If we do not agree that your personal information requires correcting, we must, if you request, take reasonable steps to ensure that whenever your personal information is accessed or handled in the future, it is apparent that you are not satisfied as to the accuracy or completeness of that information.

### ***TFN Addendum***

Under the Privacy (TFN) Rule 2015) and the protection of tax file information. We are a TFN recipient. When we collect TFNs from clients we advise them of the law that makes collection necessary. We also advise the client that not providing a TFN upon request is not against law but may have consequences (such as tax rates applied by ATO). We will (securely) retain TFNs until it is no longer necessary to do so in order to provide the client with our services. If we do destroy a TFN record we shall do so in a secure way so as to minimize the risk of unauthorized disclosure of the TFN record.

### ***How a privacy complaint may be made***

We are committed to providing you with a fair and responsible system for handling complaints. If at any time you have any complaints in relation to privacy, please contact our Privacy Officer at one of the points referred to below. We will try to resolve any concerns you may have to your satisfaction within 7 days; however, if you are unhappy with our response you are entitled to contact the Office of the Privacy Commissioner who may investigate your complaint further.

Our Contact Details:

The Privacy Officer  
Address: Level 1, 75 Moreland Street, Melbourne VIC 3011  
Telephone: +61 435 424 186  
E-mail: [michael.eagar@morganwealth.com.au](mailto:michael.eagar@morganwealth.com.au)

Additional information about privacy in Australia may be obtained by visiting the web site of the Office of the Federal Privacy Commissioner at <http://www.privacy.gov.au>

**MORGAN WEALTH MANAGEMENT GROUP PTY LTD**

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