

## Cash Flow Coaching Kit Data Usage and Privacy Statement

*This kit does not collect or store any personal information, including your name or the name of your business, any financial records you input or import, or any of the actions you are taking with your business.*

### **1. Disclaimer and Privacy**

*The Cash Flow Coaching Kit is designed to support cash flow conversations between a tax practitioner and a small business. The kit does not contain or provide any tax technical guidance. How the kit is used is determined by the tax practitioner and the small business.*

*You should check the currency of the information contained in this Cash Flow Coaching Kit and decide whether the kit is suitable for your individual circumstances.*

*We respect your privacy and keep your information confidential by complying with the Privacy Act 1988, which contains provisions designed to safeguard personal information about living individuals. The Privacy Act requires us to comply with the Australian Privacy Principles (APP) set out in that Act.*

### **2. Security**

*You should be aware of the risks associated with using websites:*

- a) We will use all reasonable actions to ensure that the Cash Flow Coaching Kit and your information are not compromised. However, we cannot guarantee that no harmful surreptitious code or contaminants, including viruses, bugs, trojan horses, spyware or adware, will enter the kit.*
- b) We recommend that you use appropriate and up-to-date firewall and anti-virus software to protect your computer systems.*

*The Cash Flow Coaching Kit accepts no liability or responsibility for any interference with or damage to your computer, software or data occurring as a result of accessing the kit.*

*We may sever links to a website or system outside our control if it compromises online services provided by the Cash Flow Coaching Kit.*