

## COLLECTION NOTICE

The Group consists of the following entities:

- Arabin-Foye Private Wealth Pty Ltd (ABN 42 139 983 814).
- Super Admin Professionals Pty Ltd (ABN 88 162 087 630).
- Focus Private Wealth Pty Ltd (ABN 77 605 808 400).

This collection notice outlines how we collect and handle your personal information in compliance with the *Privacy Act 1988* (Cth). In this collection notice “we”, “our” and “us” refers to the above entities and their associated entities and authorised representatives. Further information on how we manage your personal information can be found in our Privacy Policy on our website [www.arabinfoye.com.au](http://www.arabinfoye.com.au) or by contacting us at [info@arabinfoye.com.au](mailto:info@arabinfoye.com.au).

### 1. **Why we collect your personal information and how we will use it**

We collect and use your personal information for the purpose of carrying out our business of providing financial advice. This also includes sending you information about our products and services, offers and promotions and communicating changes to our services or terms and conditions.

### 2. **Circumstances where we collect your personal information and you may not be aware**

We use “Cookies” to monitor your use of our websites. These are small files that are transferred to your computer's hard drive through your web browser and enable our sites to recognise your browser and remember certain information. If you don't want information collected through cookies you can configure your computer so that it disables or rejects them.

### 3. **Collection of your personal information from third party sources**

We may collect your personal information from third party sources such as financial institutions and other professional service providers. We do not warrant that these third-party sources have the same level of privacy protection as us, and you should review their privacy policies to ensure compliance with the *Privacy Act 1988* (Cth).

### 4. **Sensitive Information**

We do not currently collect sensitive information and will not do so in the future without first obtaining your written consent.

### 5. **Direct Marketing**

We use your personal information to send you marketing materials and information about our products and services, offers and promotions. We will not use any sensitive information we collect from you for direct marketing without your prior consent.

If you change your mind in the future, you may withdraw your consent to receive direct marketing by clicking on the “opt out” or “unsubscribe” link on emails, or by contacting us at [info@arabinfoye.com.au](mailto:info@arabinfoye.com.au).

### 6. **Consequences of you not providing your personal information**

We will not be able to provide you with our full range of products and services. In particular, we will not be able to provide you with tailored financial advice.

### 7. **Who we are likely to disclose your personal information to**

- (a) SCA Accounting & Bookkeeping Pty Ltd, which provides accounting and bookkeeping support to us and our clients.
- (b) Microsoft Corporation trading as Microsoft, which provides us with access to Microsoft 365 applications.
- (c) Class Super Pty Ltd trading as Class, which provides us with cloud-based wealth accounting technology.

- (d) Intelliflo Australia Pty Ltd, which provides us with technology to manage our customer relationships and interactions.
- (e) Any other agents we engage to provide services to you.

**We will not disclose your sensitive information to any other party.**

**8. Accessing, updating or make a complaint about our handling of your personal information**

You may access, update or make a complaint about our handling of your personal information by contacting us at [info@arabinfoye.com.au](mailto:info@arabinfoye.com.au). Our Privacy Policy also contains information on how you can access your information, request changes and make a complaint if you have a concern relating to our handling of your personal information or any breaches of the Australian Privacy Policies. You can access our Privacy Policy on our website [www.arabinfoye.com.au](http://www.arabinfoye.com.au). Alternatively, if you would like a copy sent to you then please request it by contacting us at [info@arabinfoye.com.au](mailto:info@arabinfoye.com.au).

**9. Disclosure to overseas entities**

- (a) We disclose your personal information to Microsoft Corporation trading as Microsoft. Microsoft is located in the United States of America and has subsidiaries located throughout the world. Personal data collected by Microsoft may be stored and processed in Australia, in the United States, and in any other country where Microsoft or its affiliates, subsidiaries, or service providers operate. Microsoft abides by the *Privacy Act 1988* (Cth) and APPs.

Thank you for taking the time to read this Collection Notice. Please check the box below to confirm that you have understood how we handle your personal information.