

## Privacy Policy

### Who we are

Our website address is: <https://bourkehood.com/>

BourkeHood Pty Ltd is a global R&D Innovation funding consultancy with ABN 16 636 550 957 and headquartered in Level 27, Tower 1 Barangaroo Avenue, Sydney 2000.

Your privacy is of the highest importance to us, and we promise to protect it in accordance with this policy.

This privacy policy explains who we are, how we collect, share, and use Personal Information, and how you can exercise your privacy rights.

### Personal data

#### When and how we collect information from you:

We collect personal information about you in different ways:

- When you use our website 'contact us' form to enquire about products and services;
- When you sign up as a user/client on our website.
- During the process of providing services to clients, for example when evaluating and formulating a claim for a tax credit or grant;
- When you meet with or contact a BourkeHood representative/consultant;
- When you sign up to receive our updates.

#### What personal data we collect and why we collect it:

The data we collect includes Personal data, or personal information, means any information about an individual from which that person can be identified.

The personal information we collect might include your name, address, email address, and contact telephone number. If we process a claim for a tax credit or grant we may collect or have disclosed to us your date of birth, national insurance number, and details of your remuneration.

Service Data includes details that relate to the services you have enquired about or may require from us.

#### How we use your information:

We use personal information for the following purposes:

- Provision of services and account management;
- To provide information, products, and services that requested from us;
- To evaluate and formulate any tax credit or grant application or similar that we are asked to advise on or prepare;
- To meet a legal or regulatory obligation;
- Service improvements;
- To ensure that content from our site is presented in the most effective manner;

- To administer our site and for internal business administration and operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To notify you about changes to our service;
- As part of our efforts to keep our site safe and secure.

### **Retention of Data**

We retain Personal Information where we have an ongoing legitimate business or legal need to do so. Our retention periods will vary depending on the type of data involved, but, generally, we'll refer to these criteria in order to determine the retention period:

- Whether we have a legal or contractual need to retain the data.
- Whether the data is necessary to provide our Services.
- Whether our clients have the ability to access and delete the data within their BourkeHood accounts.
- Whether our members would reasonably expect that we would retain the data until they remove it or until their Excel Software accounts are closed or terminated.
- When we have no ongoing legitimate business need to process your Personal Information, we will either delete or anonymize it or, if this is not possible (for example, because your Personal Information has been stored in backup archives), then we will securely store your Personal Information and isolate it from any further processing until deletion is possible.

### **Cookies**

We and our partners may use various technologies to collect and store information when you interact with a Client's application or site, and this may include using cookies and similar tracking technologies, such as pixels and web beacons.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites:

Articles on this site may include embedded content (e.g. videos, images, articles, etc.).

Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## **Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You have the right to:

Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law.

Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request. Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which overrides your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

### **Third Parties**

#### External Third Parties

-Service providers [acting as processors] based in Australia who provide IT and system administration services.

-Professional advisers [acting as processors or joint controllers] including lawyers, bankers, auditors, and insurers based within Australia who provide consultancy, banking, legal, and insurance services.

-ATO (Australian Taxation Office), regulators and other authorities [acting as processors or joint controllers] based in the United Kingdom who require reporting of processing activities in certain circumstances.