
LC Accountants

REGISTERED TAX AGENTS | ACCOUNTANTS | BUSINESS ADVISORS

Privacy Policy

June 2026

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11/5 Westralia Street, Stuart Park NT 0820
(08) 8981 0222
www.lcaccountants.com.au

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1. Introduction

LC Accountants Pty Ltd (ABN 41 637 675 355) (“we”, “us”, “our”) is committed to protecting the privacy of individuals who visit our website and engage with our services. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

By using our website or engaging our services, you consent to the collection and use of your information as described in this policy.

2. Who we are

LC Accountants is a Darwin based accounting and business advisory firm with over 30 years of experience. We provide taxation, bookkeeping, business advisory, and compliance services to individuals, and businesses across the Northern Territory and Australia.

Registered office - 11/5 Westralia St, Stuart Park, Darwin NT 0820

Email - administration@lcaccountants.com.au

Phone (08) 8981 0222

3. Information we collect

We may collect the following types of personal information -

- a. Information you provide directly
 - Name, email address, phone number, and business name (via contact forms, workshop registrations, or consultations)
 - Financial information necessary to provide accounting, tax, and advisory services
 - Identity verification documents required under our Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) obligations
 - Any other information you choose to share with us in correspondence or during service delivery.
- b. Information collected automatically
 - IP address, browser types, and device information when you visit our website
 - Pages visited, time spent on time, and referring URLs (via cookies and analytical tools)
 - Form submissions and interaction data
- c. Information from third parties
 - Information from the Australian Taxation Office (ATO), ASIC, or other government bodies in the course of providing services on your behalf
 - Information from referral partners or introducers, where applicable

4. How we use your information

We use your personal information to -

- Provide accounting, tax, bookkeeping, and business advisory services
- Communicate with you about your engagement, queries, or service updates
- Meet our legal and regulatory obligations, including ATO lodgement requirements and AML/CTF compliance



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- Send you information about workshops, events, or services you have expressed interest in
- Improve our website and service delivery
- Process payments and manage billing
- Comply with our obligations as a registered tax agent under the Tax Services Act 2009

5. Disclosure of your information

We do not sell, rent or trade your personal information. We may however, disclose your information to -

- The Australian Taxation Office (ATO), ASIC, and other government bodies as required by law or in the course of service delivery
- AUSTRAC, where we are required to report under our AML/CTF obligations
- Third-party service providers who assist us in delivering our services (e.g. cloud software providers, IT support), subject to appropriate confidentiality agreements
- Professional advisers including lawyers, where necessary
- Any other party with your explicit consent

We will not disclose your information to overseas recipients unless required by law or with your consent. Where disclosure is made overseas, we take reasonable steps to ensure the recipient handles your information in accordance with the APPs.

6. Tax File Numbers

We collect and handle Tax File Numbers (TFNs) strictly in accordance with the Privacy (Tax File Number) Rule 2015. TFNs are collected only where required for the performance of tax-related services on your behalf and are stored securely. We do not disclose TFNs to any party other than the ATO and relevant bodies as required by law.

7. Anti-Money Laundering and Counter-Terrorism Financing

As a reporting entity under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act), we are required to collect and verify certain identification information from our clients (Know Your Client/KYC). This information is collected and retained in accordance with our AML/CTF Program and applicable legislation. We are also required to report certain transactions and suspicious matters to AUSTRAC. Please note, we are prohibited by law from disclosing to you if such a report has been made (tipping-off provisions).

8. Cookies and website analytics

Our website uses cookies and similar tracking technologies to improve your browsing experience and to understand how visitors use our site. Cookies are small text files stored on your device.

We use -

- Essential cookies necessary for the website to function
- Analytics cookies (e.g. Google Analytics) to understand visitor behaviour in aggregate
- Marketing or preference cookies, where applicable



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You can control cookie settings through your browser. Disabling certain cookies may affect the functionality of our website. By continuing to use our website, you consent to our use of cookies as described in this policy.

9. Data security

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification, and disclosure. These steps include -

- Secure, encrypted storage of client files and financial data
- Access controls limiting information to authorised staff only
- Use of reputable, security-compliant cloud-based practice management software
- Staff training on data handling and confidentiality obligations

While we take reasonable precautions, no data transmissions over the internet is completely secure. We cannot guarantee the absolute security of information transmitted to us electronically.

10. Data retention

We retain personal information for as long as necessary to fulfil the purpose for which it was collected, or as required by law. Tax and financial records are retained in accordance with ATO record-keeping requirements (generally a minimum of five (5) years). AML/CTF identification records are retained for a minimum of seven (7) years as required by legislation.

When information is no longer required, we take reasonable steps to destroy or de-identify it securely.

11. Access and correction

You have the right to request access to the personal information we hold about you, and to request correction of information that is inaccurate, out of date, incomplete, and/or misleading. To make a request, please contact the LC Accountants Pty Ltd's registered office directly.

We will respond to access and correction requests within a reasonable timeframe. In some circumstances, we may be unable to provide access (e.g. where disclosure would be unlawful or would unreasonably impact the privacy of another individual).

Any refusal of such requests will be explained in writing.

12. Complaints

If you believe we have handled your personal information in a way that does not comply with the Privacy Act 1988 (Cth) or this policy, please contact us in the first instance.

We take all privacy complaints seriously and will investigate and respond within 30 days.

If you are not satisfied with our response, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC).

13. Changes to this policy

We may update this Privacy Policy from time to time to reflect changes in our practices, legal obligations, or service offerings. The current version will always be published on our website with the date of last update. We encourage you to review this policy periodically.



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14. Contact us

For any privacy-related questions, requests or complaints, please contact -

LC Accountants Pty Ltd

Address - 11/5 Westralia St, Stuart Park, Darwin NT 0820

Phone - (08) 8981 0222

Email - administration@lcaccountants.com.au

Attention - Practice Manager



Tax Agent
26098879



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