

CADB Privacy Policy

Scope

The Companies Auditors Disciplinary Board (**CADB**) is an independent statutory body established under the ASIC Act. Its primary role is to act as a disciplinary tribunal to consider applications by ASIC to cancel or suspend the registration of individual auditors under the Corporations Act.

CADB recognises the importance of protecting the privacy and rights of individuals in relation to their personal information. This privacy policy sets out how CADB complies with the requirements of the Privacy Act 1988 (Cth) (**Act**). Under the Act and in this policy 'personal information' generally means any information that can be used to personally identify you.

Collecting Personal Information

CADB collects the following types of personal information:

- name and contact details including addresses, emails and telephone numbers;
- age or date of birth;
- profession, occupation or job title; and
- occasionally, any additional personal information you provide to CADB. For example, this could include health or financial information that you provide as a respondent to a disciplinary conduct or administrative application before CADB.

If CADB is not able to collect the personal information described above, CADB may not be able to perform its functions either to the standard required or at all.

CADB collects your personal information directly from you, your representatives or from other parties to an application before CADB. The main way CADB collects personal information is through procedural documents and emails provided to it in connection with an application. CADB may also collect personal information during communications between CADB personnel and you or your representatives.

Using and Disclosing Personal Information

CADB collects, holds, uses and discloses your personal information to carry out CADB's statutory and administrative functions, primarily to consider applications by ASIC for the cancellation or suspension of the registration of individual auditors under the Corporations Act.

CADB's procedures outline the information that the parties are normally required to provide to CADB to enable it to consider an application. The procedures also detail when CADB's orders and/or decisions will be published in the Commonwealth of Australia Gazette, on the CADB website and will be referred to in a public media release.

CADB may also use and disclose your personal information to respond to requests under the Freedom of Information Act 1982 (Cth) or to comply with any law, rule, regulation or lawful and binding determination. For example, if a CADB decision is subject to an appeal, CADB may need to use your personal information to respond to the appeal, including disclosing that information to CADB's legal advisors.

CADB may disclose or share your personal information with its members, personnel, employees, contractors or service providers for the purposes of operation or performing its statutory functions, including service providers for audio recording and transcription of CADB hearings, email management service providers, web hosting providers, Microsoft servers and IT systems administrators used by CADB and/or its members.

CADB has not received any requests (for example, from regulators or other government entities) to share personal information with recipients located overseas.

Accessing and Correcting Personal Information

You have a right to request access to your personal information held by CADB at any time. To make a request please contact CADB using the details below.

There may be instances where CADB cannot grant you access to the personal information it holds. If access is denied, CADB will provide written reasons.

If you believe your personal information held by CADB is incorrect, inaccurate or incomplete, you can request an amendment. If CADB disagrees, it will let you know and add a note to the personal information stating that you disagree with it.

Making a Complaint

If you believe your privacy has been breached, contact CADB (details below) and provide details of the incident.

CADB will treat your complaint confidentially and a representative will contact you within a reasonable time to discuss your concerns and outline resolution options. CADB will aim to ensure that your complaint is resolved in a timely and appropriate manner.

If you are not satisfied with CADB's handling of your privacy-related complaint, you may refer it to the Office of the Australian Information Commissioner (OAIC). Details of how to lodge a complaint with the OAIC may be found at www.oaic.gov.au or by calling 1300 363 992.

Information Security

CADB takes reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure. CADB holds your information in electronic and/or hard copy form.

CADB's electronic records are contained in a computer network managed by ASIC, with access limited to authorised CADB personnel. The storage and disposal of personal information within the network is in accordance with ASIC's information security and records disposal policies and procedures. ASIC's records disposal policy does not apply to information published on CADB's website.

If you communicate with CADB electronically (e.g. by email), be aware that the security of transmission cannot be assured. Accordingly, any personal information or other information which you transmit to us electronically is at your own risk.

Visiting CADB's website

Personal information is not collected during your interaction with CADB's website. CADB does not try to identify users or their browsing activities and CADB does not record your email address.

When you browse CADB's website, our IT service providers (including Google Analytics) may log information for statistical purposes including your server address, top level domain name, date and time of your visit, pages accessed, documents downloaded, previous site visited and type of browser used.

Contacting CADB

If you have any questions about this privacy policy, wish to make a complaint or seek access or correction of your personal information, please contact CADB using the details below. You can also request a hard copy of this privacy policy, which will be provided free of charge.

Registrar
Companies Auditors Disciplinary Board
Post: GPO Box 3731, Sydney NSW 1044
Tel: 02 9911 2970
Email: Registrar@CADB.gov.au

Changes to our privacy policy

CADB may update this privacy policy from time to time. Any updated versions will be posted on CADB's website. This policy was last updated on 15 May 2025.