

TAXCALENDAR

Privacy Collection Notice

What personal information TaxCalendar collects, why we collect it and what happens if it is not provided.

VERSION
1.0

EFFECTIVE
15 July 2026

READING TIME
About 5 minutes

AT A GLANCE

Key points in this document

- ✓ APP 5 collection notice
- ✓ Information collected
- ✓ How information is collected
- ✓ Why information is needed
- ✓ Service provider disclosures
- ✓ Privacy rights and contact details

Who We Are

This section identifies TaxCalendar and explains the purpose of this collection notice.

Read with our Privacy Policy

This concise collection notice should be read together with TaxCalendar's full Privacy Policy.

TaxCalendar Pty Ltd (ACN 700 298 764) (TaxCalendar, we, us or our) operates the TaxCalendar cloud-based software platform and related website and services (Platform).

We are committed to protecting your privacy and handling personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Privacy Collection Notice is provided in accordance with APP 5 and explains how and why we collect personal information when you interact with us or use the Platform. More detailed information is available in our Privacy Policy at <https://www.taxcalendarhq.com/privacy>.

What Information We Collect

This section lists the kinds of personal, account, client and technical information we may collect.

Depending on how you interact with us, we may collect:

- your name, email address, phone number, job title and business details;
- details about your organisation or accounting firm;
- billing and payment information;
- account credentials and preferences;
- information you or your organisation uploads to the Platform, including client data and CSV files;
- technical information such as IP address, browser type, device information and usage data; and
- information you voluntarily provide through enquiries, demonstrations, support requests or feedback.

How We Collect Information

This section explains when information is provided directly or collected through use of the Platform.

We collect personal information when you:

- register for an account or free trial;
- request a demonstration or contact us;
- communicate with our support team;
- upload data or CSV files to the Platform;
- connect or use third-party integrations, including Microsoft Outlook;
- use or interact with the Platform; or
- subscribe to marketing or product updates.

Some technical and usage information may be collected automatically when you use the Platform.

Why We Collect Your Information

This section explains why TaxCalendar needs personal information to operate and secure the Platform.

We collect, use and disclose personal information to:

- create and administer your account;
 - provide access to and operate the Platform;
 - authenticate users and maintain security;
 - process subscriptions and payments;
 - communicate with you about your account or the Platform;
 - provide customer support;
 - improve and develop the Platform;
 - monitor performance, security and system integrity; and
 - comply with legal and regulatory obligations.
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What Happens If You Do Not Provide Your Information

This section explains which services may be unavailable if requested information is not provided.

If you do not provide the personal information we request, we may be unable to:

- create or maintain your account;
- provide access to certain Platform features;
- verify your identity;
- process payments;
- respond to enquiries or support requests; or
- provide some or all of our services.

Who We Share Your Information With

This section explains the service providers that may process information on TaxCalendar's behalf.

No sale of personal information

TaxCalendar does not sell personal information. Service providers may only use it to provide services to us.

We do not sell personal information.

We may disclose personal information to trusted third-party service providers who assist us in operating the Platform, including providers of:

- cloud hosting and infrastructure;
- authentication and security services;
- payment processing;
- email delivery;
- analytics and monitoring;
- artificial intelligence processing; and
- third-party integrations such as Microsoft Outlook.

These providers are permitted to use personal information only to provide services to us and are required to protect the information they handle.

Overseas Disclosure

This section explains that some service providers may store or process information outside Australia.

Some service providers may store or process personal information outside Australia. Where this occurs, we take reasonable steps to ensure that appropriate safeguards are in place and that personal information is handled consistently with the Australian Privacy Principles.

Your Rights And Further Information

This section summarises access, correction and complaint rights and links to the full Privacy Policy.

You may request access to or correction of your personal information. Our Privacy Policy also explains:

- how to make a privacy complaint;
- how long we retain personal information;
- how we protect personal information; and
- how to contact us about privacy matters.

You can read our full Privacy Policy at <https://www.taxcalendarhq.com/privacy>.

Contact Us

This section explains how to contact TaxCalendar about privacy matters.

If you have questions about this Privacy Collection Notice or how we handle personal information, contact:

Privacy Officer

TaxCalendar Pty Ltd

Email: support@taxcalendarhq.com

Website: <https://www.taxcalendarhq.com>

This Privacy Collection Notice should be read together with our Privacy Policy.

TaxCalendar Pty Ltd

ACN 700 298 764

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Support

support@taxcalendarhq.com

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