



COMPLETED BOOKS
TAILORMADE BOOKKEEPING
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Privacy Policy

First Wish Pty Ltd ATF Blue Sky Trust

ABN

Effective Date: 1/07/2026

Review Date: 1/7/2029

1. Introduction

First Wish Pty Ltd ATF Blue Sky Trust (we, us, our) is committed to protecting the privacy of personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This policy explains how we collect, use, disclose and manage personal information.

2. Personal Information We Collect

We may collect personal information such as contact details, financial and taxation information, identification data, communication records, and website usage data.

We only collect information necessary for our business activities or as required by law.

3. How We Collect Information

We collect information directly from you when you engage our services or communicate with us. We may also collect information from third parties and public sources where lawful.

4. Purpose of Collection

We collect and use personal information to provide professional services, manage

1 Floor Suite 389 Grimshaw Street
Greensborough 3088
ABN 15611648232
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operations, comply with legal obligations, and communicate with clients.

5. Disclosure of Information

We may share information with staff, service providers, regulators, and other authorised parties where necessary.

6. Overseas Disclosure

Some information may be stored in cloud systems located outside Australia. We take reasonable steps to ensure security and compliance.

7. Website and Cookies

We may collect technical data such as IP address and browsing activity to improve our website and services.

8. Direct Marketing

We may send communications about our services. You can opt out at any time.

9. Security of Information

We take reasonable steps to protect personal information from misuse, loss or unauthorised access.

10. Access and Correction

You may request access to or correction of your personal information by contacting us.

11. Privacy Complaints

You may lodge a complaint with us if you believe your privacy has been breached. We will respond within a reasonable timeframe.

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12. Contact Us

First Wish Pty Ltd ATF Blue Sky Trust

1Floor Suite 3 86 Grimshaw Street

Greensborough 3088

0417995234

accounts@completedbooks.com.au

13. Changes to this Policy

We may update this policy from time to time. The latest version will be available upon request or via our website.

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