Keeping it secure

Hyperlinks

SLIDE 6 – WHAT RECORDS SHOULD YOU KEEP AND FOR HOW LONG

Find out what records you need to keep under the *Taxation Administration Act 1953*.

SLIDE 7 – HOW TO PROTECT YOUR DATA

Learn about your obligations regarding taxpayer privacy and securing personal information – under the *Privacy Act 1988* and *Tax Agent Services Act 2009*:

- Tax agent services legislation
- The Privacy Act – OAIC
- Notifiable data breaches – OAIC
- Australian Privacy Principles – OAIC

SLIDE 8 – HOW TO PROTECT YOUR DATA

- Find out how to protect your practice from cyber-attacks.
- Applying the ACSC's Essential 8 mitigation strategies can safeguard your ecosystem from cyber incidents.

SLIDE 9 – COMMON TYPES OF SCAMS

Learn more about the common types of scams.

SLIDE 10 – COMMON INDICATORS OF SCAM

Find out what some of the common indicators of scams are.

SLIDE 12 – WHAT TO DO IF YOUR DATA HAS BEEN COMPROMISED

Resources you can use to educate your staff and clients about data breaches:

- ACSC provide critical actionable guidance on cyber safety and security.
- OAIC hold guidance on data breach response plans and reporting data breaches.

- ATO provide guidance for tax professionals and their clients on cyber and scam safety.

SLIDE 14 – CHANGING BUSINESS PRACTICES

Read our Practice note on cloud computing and the Code of Professional Conduct.

SLIDE 18 – CONFIDENTIALITY OF CLIENT INFORMATION

Familiarise yourself with Code item 6 Confidentiality of client information.

SLIDE 22 – OBTAIN YOUR CLIENT'S PERMISSION

Learn more about engagement letters.

SLIDE 27 – CONSEQUENCES FOR FAILING TO COMPLY

Find out about the range of administrative sanctions we can impose for failing to comply with your obligations.

SLIDE 29 – CASE STUDY

Read more of our compliance case studies.

SLIDE 31 – STAY IN TOUCH

Register for free TPB webinars.

Access our webinar resources.

Check out our YouTube channel to access webinar recordings and claim free CPE.

Find us on: Facebook, LinkedIn and Twitter.