




e-News

Monday, 14th June 2021

How & why we protect your TFN data when it is emailed



Australian Government
Australian Taxation Office

Tax file number declaration

This declaration is NOT an application for a tax file number.
■ Use a black or blue pen and print clearly in BLOCK LETTERS.
■ Print X in the appropriate boxes.
■ Read all the instructions including the privacy statement before you complete this declaration.

ORIGINAL – ATO copy

30920714

ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the Tax Office for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name

First given name

Other given names

3 If you have changed your name since you last dealt with the us, show your previous family name

4 What is your date of birth? Day / Month / Year

5 What is your home address in Australia?

Suburb or town

State Postcode

6 On what basis are you paid? (Select only one.)
Full-time employment Part-time employment Labour hire Superannuation or annuity income stream Casual employment

7 Are you an Australian resident for tax purposes? Yes No You must answer (visit ato.gov.au/residency to check) No at question 8.

8 Do you want to claim the tax-free threshold from this payer?
Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes No Answer No at questions 9 and 10 unless you are a foreign resident claiming a seniors and pensioners, zone or overseas forces tax offset.

9 Do you want to claim family tax benefit or the senior Australians tax offset by reducing the amount withheld from payments made to you?

Yes Complete a Withholding declaration (N47.3093), but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3 of the instructions. No

10 Do you want to claim a zone, overseas forces, dependent spouse or special tax offset by reducing the amount withheld from payments made to you?

Yes Complete a Withholding declaration. No

11 (a) Do you have an accumulated Higher Education Loan Programme (HELP) debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

(b) Do you have an accumulated Financial Supplement debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

DECLARATION by payee: I declare that the information I have given is true and correct.
Signature

Date / /

You MUST SIGN here

There are penalties for deliberately making a false or misleading statement.

We have always tried very hard here at e-BAS Accounts, to protect our client's data. In fact, we use [special software](#) known as Practice Protect, which does the heavy

lifting for us in this regard. Even with this software in place, however, we do find that email continues to be a threat in the data security space. As you may well know, email can be infiltrated and hacked easily by those with crafty skills. That being the case, we are especially careful when we send you emails containing either your or your employee's tax file number (TFN) data. But, why and how do we do this?

WHY?

Besides the fact that if your, your staff, or your business TFN data gets into the wrong hands, and you/they/it are exposed to potential identity theft (a huge reason), the other reason for bringing down the padlocks on your TFN data, is that as a BAS Agent practice, we are bound to abide by several pieces of legislation in this space.

These pieces of legislation include The Privacy (TFN) Rule 2015 and The Privacy Act 1988. Within the Privacy Act, we are influenced by Privacy Principles, being the Notifiable Data Breaches scheme and specific offence provisions under the Taxation Administration Act 1953. We also need to ensure we follow the Tax Practitioner Board's Code of Conduct. In relation to TFN data, Code item 6 applies here: "you must not disclose any information relating to a client's affairs to a third party unless you have obtained the client's permission or there is a legal duty to do so".

Without going too far into the meaning of these legislation types, basically, they all call upon us to make every effort to protect your TFN data from *unauthorised access, use, modification or disclosure*.

Given email can be risky as mentioned above, using it to communicate TFN data can make it difficult to ensure those legislated protections are exercised. But here at e-BAS Accounts, we will always try to do our best and will always ensure your TFN data is protected when using email. We explain how we do this below.

HOW?

There are several things we do in our practice to protect your TFN data. These include:

- Data Redaction - we use Adobe software which allows us to [block out or redact data on PDF's](#) where necessary. When we send TFN data to someone in your organisation who isn't you, we will use the redact tool to remove the sensitive data before sending the email. This means the recipient will only see what s/he needs to see.
- Password Protection - if we do send TFN data to you because you have authorised us to do so, then we will put a password on the PDF copy before sending the email. We will send you the password details via a separate method e.g. text message.
- Folder/file encryption - your sensitive TFN data is kept by us in encrypted folders in cloud storage which means that staff members require a password to access it. This is also a second layer of protection should our systems ever be accessed by unauthorised persons.
- Email address validation - our team is trained to validate recipients' email addresses before sending sensitive data to them (or any email for that matter).
- Email Deletion - we make a copy of emails that contain TFN data, save them in the encrypted folder related to the specific client, and then delete those emails.
- [Practice Protect software](#) - as mentioned above, our entire cyberinfrastructure is protected by Practice Protect software. This means if a staff member forgets one of the

above measures or our email is attacked, then your sensitive data is protected at all times regardless of our actions or inactions.

While email isn't perfect, it isn't going away anytime soon and we will continue to use it in our business. But rest assured, we are doing everything we can to protect your data from cyber threats, especially when sending data related to TFN's.

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