

## Privacy policy

### Privacy at LawConnexion

LawConnexion is committed to ensuring that your privacy is protected. LawConnexion is subject to the Privacy Act 1988 (NSW), including the National Privacy Principles.

Protecting confidential information is fundamental to our relationship with our clients and to our business. All information received in connection with a client matter is subject to strict duties of confidentiality (as described in our terms of engagement). We will not disclose that information except in accordance with our professional obligations, as authorised by the client or as contemplated by this policy.

### Your consent

By providing us with information about yourself, you consent to the collection, use, disclosure and transfer of that information as set out in this Privacy Policy.

### The information about you which we collect

During the course of carrying on our business, we may collect personal information. We do not collect personal information about you unless it is necessary for providing our services to you. We will, where reasonable and practicable to do so, collect that information directly from you, however in some circumstances, we may collect personal information about you from a third party. If you do not give us any of the personal information which we ask from you, it may affect our ability to meet our obligations to you.

We usually collect personal information such as your name, address, e-mail address, information regarding your occupation, professional membership contact details and profile information.

### Use and disclosure of your personal information

We may use and disclose your personal information for the purposes for which it was collected and related purposes, including the following circumstances:

- to provide our services to you or our clients, to manage and account for the services, and to improve our services and communications to you;
- to send you information on news, publications, seminars and events in the areas of law that interest you;
- to employees of LawConnexion, to facilitate our internal business operations;
- for the purposes of retention of services;
- to send you invoices or reminder notices;
- as required by law.

### Information about other people which you provide to us

If you provide personal information to us about someone else (such as one of your employees, or someone with whom you have business dealings) you must ensure that you are entitled to disclose that information to us and that, without our taking any further steps, we may collect, use and disclose that information as described in this Privacy Policy. In particular, you must ensure the individual concerned is aware of the various matters detailed in this Privacy Policy.

### Keeping information about you secure

We take reasonable steps to protect all information which we hold (including your personal information) from misuse, loss, unauthorised access, modification or disclosure.

We take reasonable steps to hold information securely in electronic or physical form. We store information in access controlled premises or in electronic databases requiring logins and passwords.

### Our use of cookies and other information-gathering technologies

You need not disclose your identity to us in order to use this website. This website does not use "cookies" or "web bugs". This website does not collect personal information about people who access the website. Our Internet server may automatically record details about any computer used to access the website (such as the IP address, domain name and browser type), the date and time of access, and details of the information downloaded.

### Updating information about you

If any of the information that you have provided to us changes, please let us know by sending an email to [nicoleohare@lawconnexion.com.au](mailto:nicoleohare@lawconnexion.com.au)

### Your rights

You have the right to request a copy of the personal information about you which we hold and to have any inaccurate personal information corrected. To do so, please send your request to [nicoleohare@lawconnexion.com.au](mailto:nicoleohare@lawconnexion.com.au)

### Changes to this Policy

From time to time it may be necessary for us to review this Policy. We reserve the right to amend this Policy at any time.