

PRIVACY POLICY

1. INTRODUCTION

- 1.1 B Double Pty Ltd t/as Bristow Legal (Bristow Legal) recognises that the privacy of personal information is important and is committed to protecting personal information that it collects and holds. The *Privacy Act 1988* (Cth) and the Australian Privacy Principles set out the legal requirements with respect to the management of your personal information.
- 1.2 This policy sets out how Bristow Legal collects, uses, discloses and otherwise manages personal information.

2. TYPES OF PERSONAL INFORMATION WE COLLECT

The sorts of personal information that Bristow Legal may collect and hold in relation to clients, employees and prospective employees includes:

- (a) contact information;
- (b) financial information;
- (c) banking information;
- (d) credit information; and
- (e) information that Bristow Legal is legally required to collect.

3. PURPOSE FOR COLLECTING INFORMATION

- 3.1 Bristow Legal collects the personal information of clients and potential clients to allow it to:
 - (a) provide legal services;
 - (b) comply with legislative requirements;
 - (c) send information and invitations to events; and
 - (d) provide information about any additional services Bristow Legal offers.
- 3.2 Bristow Legal may collect personal information via its website when that information is provided by a client voluntarily, such as by completing a form to subscribe to publications or to register to attend a training session.
- 3.3 The website operated by Bristow Legal (www.bristowlegal.com.au) may collect information including the Internet address and domain name used and the date and time of any visit together with information as to types of browsers and links followed. However any such information is anonymous and only used for statistical purposes.
- 3.4 Bristow Legal collects the personal information of prospective employees to allow it to:
 - (a) comply with legislative requirements; and
 - (b) determine whether or not to employ a prospective employee.

4. WHAT HAPPENS IF YOU FAIL TO PROVIDE PERSONAL INFORMATION?

- 4.1 If a person fails to provide Bristow Legal with personal information that Bristow Legal seeks, or if that information is inaccurate or incomplete, Bristow Legal may be unable to provide that person with legal services.

5. HOW BRISTOW LEGAL COLLECTS AND HOLDS PERSONAL INFORMATION

- 5.1 Bristow Legal usually collects personal information directly from the person to whom the information relates.
- 5.2 Bristow Legal may also collect personal information from:
- (a) government bodies and agencies;
 - (b) public records and registers;
 - (c) courts and tribunals;
 - (d) recruitment agencies; and
 - (e) online searches and social media.

6. HOW DOES BRISTOW LEGAL USE AND DISCLOSE PERSONAL INFORMATION?

- 6.1 Bristow Legal uses personal information to deal with and provide and market services to its clients and prospective clients.
- 6.2 Personal information may be shared with other service providers, agents and contractors to assist Bristow Legal to provide legal services and to market its services to clients.
- 6.3 Bristow Legal is also bound by various obligations of confidentiality and legal professional privilege and will protect information that it holds in accordance with these obligations.

7. HOW DOES BRISTOW LEGAL PROTECT PERSONAL INFORMATION?

- 7.1 Bristow Legal uses various physical and electronic security measures including locked filing cabinets, restrictions on physical accesses to Bristow Legal's office, secure databases and firewalls to keep personal information secure.

8. OVERSEAS DISCLOSURE

- 8.1 Bristow Legal does not disclose personal information to overseas recipients.

9. ACCESSING AND CORRECTING PERSONAL INFORMATION

- 9.1 If requested to do so, Bristow Legal will:
- (a) provide access to relevant personal information that it holds; and
 - (b) correct any personal information if the data or information held is incomplete, irrelevant or misleading.

10. COMPLAINTS

- 10.1 Complaints about a breach of the Australian Privacy Principles may be made to our privacy Officer, Gillian Bristow by emailing gillian@bristowlegal.com.au.

10.2 All complaints will be responded to within a reasonable period of time.

10.3 Complaints may also be referred to the office of the Australian Information Commissioner (see details at www.oaic.gov.au).