

Advocates Online

ABN 70 644 859 807

ABOUT THIS POLICY

This Privacy Policy sets out our commitment to protecting your personal information that we collect through this website or directly from you. Our policy complies with the Australian Privacy Principles, as set out in the Privacy Act 1988 (Cth) Schedule 1

Please read this Privacy Policy carefully and contact us if you have any questions. By providing us with personal information you agree that you have read this Privacy Policy and that you accept the terms upon which Advocates Online will collect, use, manage and disclose your information.

If you do not wish to provide personal information to us, then you do not have to do so, however it may affect your use of this Site or any products and services offered on it.

PRIVACY POLICY

1. Collection of Information

In compliance with APP3, we only collect your Personal Information that is reasonably necessary for us to complete our work on your behalf. If we receive your Personal Information from third parties, we will protect it as set out in this Privacy Policy and always in compliance with APP4.

2. Use of personal information

We collect and use the personal information for purposes including to contact and communicate with you, for internal record keeping, for marketing and to provide you the service agreed upon in your Client Services Agreement.

3. Disclosure of personal information

We may disclose personal information for purposes as set out in your Client Services Agreement, including to provide our products and services to you, and as permitted or required by law.

Where we disclose your personal information to third parties for purposes consistent with APP6, we will obtain your consent under the Client Services

Agreement and in accordance with the requirements of the agencies we work with. We will only disclose your information in compliance with APP6 which will ensure that the recipient third party has in place privacy procedures and protections that comply with the Australian Privacy Principles, as set out in the Privacy Act 1988 (Cth) Schedule 1

4. Access to and correction of personal information

Access: You may request details of Personal Information that we hold about you, in certain circumstances set out in the *Privacy Act 1988 (Cth)*. We may refuse to provide you with information that we hold about you, in certain circumstances set out in the *Privacy Act 1988*.

Corrections: If you believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us by email. We rely upon customers advising us when their personal information changes. We will respond to any request within a reasonable time. We will endeavour to promptly correct any information found to be inaccurate, incomplete or out of date.

5. Complaints about breach

If you believe that we have breached the Australian Privacy Principles and wish to make a complaint about that breach, please contact us on the email address below.

6. Unsubscribe

To unsubscribe from our e-mail database, or opt out of communications, please contact us at the address below.

7. Storage and Security

In compliance with APP8, we are committed to ensuring that the information you provide is secure. Accordingly, we use online management and storage tools that are located in a jurisdiction which operates under legislation that is substantially similar to the Australian jurisdiction and information storage facilities that are double encrypted.

8. Further information

For any further information about this Policy please contact us at: operations@advocatesonline.com.au

Last update: April 2023