

FISHER JEFFRIES PRIVACY POLICY



Privacy at Fisher Jeffries

We respect privacy and the confidentiality of personal information. This policy states how we safeguard privacy and manage personal information.

We are bound by the National Privacy Principles contained in the *Privacy Act 1988 (Cth)*. These principles form part of this policy. They can be read on the website of the Office of the Federal Privacy Commissioner at www.privacy.gov.au.

We are also bound by professional obligations of confidentiality and legal professional privilege. We treat all the information we receive from you (including personal information) with the utmost respect for its security and your privacy.

How and why we collect personal information

We collect and hold personal information about our clients and potential clients, our business associates and suppliers, their employees and our prospective employees.

We only collect and hold personal information necessary to conduct our business to meet our legal obligations. Generally, we collect personal information for the purposes of providing or promoting our legal services. It is usually obvious when and why we are collecting personal information.

We collect personal information such as names, addresses, contact details, family details, job titles, memberships, professional associations, expertise and interests. We collect personal information from you in meetings, interviews, telephone conversations, from business cards and other communications with you. Some personal information is provided to us by other people. For example, we obtain personal information from public registers and from court authorities. Sometimes we obtain personal information in the form of references and medical reports.

Disclosure of personal information

We have a duty to maintain the confidentiality of our clients' affairs including their personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or required by law.

We do not disclose personal information to external organisations for direct marketing to you.

We only use and disclose personal information for the purposes of conducting our business, that is, providing, promoting and enhancing our legal services, purchasing from our suppliers or complying with our legal obligations. We may disclose personal information to organisations or individuals who assist us in providing legal services or

who undertake work for us for clients (such as barristers or specialist consultants). Sometimes we disclose personal information to courts, tribunals and regulatory authorities.

Security & Accuracy

We ensure the security and integrity of personal information in a variety of ways. Only authorised persons are permitted access to personal information for our approved business purposes. Security systems are in place to maintain physical and electronic security over our premises, our computer system and data.

We only keep personal information for so long as it is necessary for our business. When we no longer require personal information we destroy it.

It is important that the personal information we hold is accurate and complete. Please contact us at fj@fisherjeffries.com.au if you think any information we hold about you is inaccurate. We will take all reasonable steps to correct it.

Access

You have a right to access most personal information we hold about you. Please contact us to ask for access to your personal information or if you have a complaint about the way we handle privacy at Fisher Jeffries. We may deny your request in some circumstances, but if we do, we will tell you why. Usually, accessing your personal information will involve a charge for any professional time involved or any archive retrieval fee.

Contact us

If you would like more information about how we handle personal information or our approach to privacy please contact:

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