

Privacy Policy

This is the Privacy Policy of Parsons & Partners Pty Ltd ACN 645 623 196 (“we”, “us” and when relating to us, “our”). We view the privacy of personal information as an important issue and we follow the Australian Privacy Principles obtained in the *Privacy Act 1988* (Cth) (**Privacy Act**).

Our commitment is to protect your privacy.

1. Purpose of policy

This policy sets out how we collect and treat your personal information in accordance with the Privacy Act.

2. Kinds of personal information we may collect

Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

This may include (if you are a client):

- (a) name, job title, and contact details;
- (b) communications between you and us;
- (c) financial information;
- (d) information about your areas of legal interest or specialisation; and
- (e) other personal information that you provide to us (such as when you respond to an invitation to attend a seminar or function) or that we collect in the course of our relationship with you.

This may include (if you are a contractor, service provider, supplier or job applicant):

- (a) name and contact details;
- (b) information contained in resumes;
- (c) educational details, academic and other transcripts, employment history, skills and background checks;
- (d) references from past employers and referees;
- (e) information collected during the interview or assessment process;
- (f) details of your performance under any contract; and
- (g) personal information required to make payments, such as bank account details.

3. How we collect your personal information

We will receive, and store personal information collected through our website. We will only collect your personal information from sources other than you if it is unreasonable or impracticable to collect your personal information from you and may include third parties such as:

- (a) our clients;
- (b) government agencies;
- (c) law enforcement bodies;
- (d) publicly available records;
- (e) public registries;
- (f) court or tribunal records;
- (g) ratings agencies;

- (h) search agencies;
- (i) regulatory and licensing bodies;
- (j) service providers;
- (k) parties to whom you refer us, including previous employers and referees;
- (l) recruitment agencies;
- (m) online searches; and
- (n) social media (such as LinkedIn and Facebook).

4. Purpose for collecting and holding your personal information

We keep personal information only for as long as is reasonably necessary for the purpose for which it was collected or to comply with any applicable legal or ethical reporting or document holding requirements. We may collect and hold your personal information to:

- (a) respond to your enquiries;
- (b) provide legal services;
- (c) employ competent and diligent personnel;
- (d) monitor or improve the use of and satisfaction of our legal services; and
- (e) let you know about legal developments, our expertise and legal services that may be of interest to you.

5. Disclosure of your personal information

We do not use your personal information or disclose it to another organisation unless it is necessary for one of the purposes described below:

- (a) required or authorised by law or court or tribunal;
- (b) it is necessary to protect the rights, property, health, or personal safety of a member of the public, the public or our interests, and it is unreasonable or impracticable to obtain your consent;
- (c) we have reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to our functions or activities has been, is being or may be engaged in, and we believe that the collection, use or disclosure is necessary in order for us to take appropriate action.
- (d) the assets and operations of our business are transferred to another party as a going concern.
- (e) it is necessary to obtain third party services, for example to carry out data analysis or provide information processing services; (The use of your information by third parties is strictly controlled).
- (f) it is for one of the purposes expressly permitted under the Privacy Act; or
- (g) you have provided your consent.

6. Access and updating personal information

You have the right to access your personal information unless we have reason to withhold that information. Any requests for access to your personal information should be made to us in writing. You also have the right to request the correction of any of your personal information which is inaccurate. Examples of circumstances where we may refuse to give you access to your personal information include where:

- (a) giving access would be unlawful;
- (b) we reasonably believe that giving you access would pose a serious threat to the life, health or safety of any individual or to public health or public safety;
- (c) giving access would have an unreasonable impact on the privacy of others;
- (d) the information could reveal the intentions of a party in negotiations;
- (e) giving access could prejudice the taking of appropriate action in relation to unlawful activity; or
- (f) giving access could reveal evaluative information in a commercially sensitive decision-making process.

7. Overseas disclosures of personal information

We may disclose personal information to external service providers located overseas so that they can provide us with services in connection with the operation of our business, such as marketing services and data storage.

If you apply to us for employment, and have lived or worked overseas, we may disclose your personal information to overseas recipients for the purposes of gathering information to assess your application.

Aside from the purposes set out above, we are not likely to disclose personal information to overseas recipients.

8. Changes to privacy policy

Please be aware that we may change this Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice board. Please check back from time to time to review our Policy.

9. Complaints about privacy & contacting us

If you have any queries or complaints about our privacy practices, please feel free to send in details of your complaints to:

The Complaints Officer
Parsons and Partners Pty Ltd
507 Crown Street
Surry Hills NSW 2010
Phone: (02) 9056 8279
Email: contact@parsonsandpartners.com.au

We take complaints very seriously and will respond shortly after receiving written notice of your complaint. If you are not satisfied with our response to your complaint, you may seek a review by contacting the Office of the Australian Information Commissioner.