

PRIVACY POLICY



Relationship to other policies

This Privacy Policy should be read together with our Cookie Policy, our Liability & Disclaimer and our Terms & Conditions.

Overview

This Privacy Policy explains:

- what personal information is collected by us;
- how we collect and use your personal information;
- disclosure of your personal information;
- compliance with applicable laws, including EU laws (such as GDPR) and Australian laws (such as Australian Privacy Principles) and your rights in relation to them;
- hosting & international data transfers;
- security of your personal information;
- access to your personal information;
- complaints about privacy;
- use of and visits to our Platform (including use of cookies and links to third party providers);
- how to contact us in relation to our Privacy Policy;
- the date of this Privacy Policy.

Terminology

- **"We"** means Phillip Street Associates Pty Ltd (ACN 633 337 318) trading as Phillip Street Associates (ABN 36 633 337 318). Incorporated Legal Practice (LSPID 35835). Liability limited by a scheme approved under Professional Standards Legislation.
- **"Platform"** means the websites (www.legalinfographics.com & www.phillipstreetassociates.com), portal (portal.phillipstreetassociates.com), and the app versions of each of them, as well as the online services offered under or in connection with them.
- **"Personal information"** means information we hold which is identifiable as being about you. This includes information such as your name, email address, identification number, or any other type of information that can reasonably identify an individual, either directly or indirectly.

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1. Respect

We respect your right to privacy and are committed to safeguarding the privacy of our Platform visitors, users, and clients. This Privacy Policy sets out how we collect and treat your personal information.

2. Privacy laws

We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) and to the extent applicable, the EU General Data Protection Regulation (GDPR).

3. What personal information is collected?

- a. We will, from time to time, receive and store personal information you submit to our Platform, provided to us directly or given to us in other forms.
- b. You may provide basic information such as your name, phone number, address and email address to enable us to send you information, provide updates and process your request or provide our services.
- c. We may collect additional information at other times, including but not limited to, when you fill out online registration forms or questionnaires, when you provide feedback, when you provide information about your personal or business affairs, when you change your content or email preference, when you respond to surveys and/or promotions, when you provide financial or credit card information, or when you communicate with our support teams.
- d. Additionally, we may also collect any other information you provide while interacting with us.

4. How we collect your personal information

- a. We collect personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we engage in business activities with you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.
- b. By providing us with personal information, you consent to the supply of that information subject to the terms of this Privacy Policy.

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5. How we use your personal information

a. We may use personal information collected from you to provide you with information about our products or services. We may also make you aware of new and additional products, services and opportunities available to you.

b. We will use personal information only for the purposes that you consent to. This may include:

- to provide you with products and services during the usual course of our business activities;
- to administer our business activities;
- to manage, research and develop our products and services;
- to provide you with information about our products and services;
- to communicate with you by a variety of measures including, but not limited to, by telephone, email, sms or mail; and
- to investigate any complaints.

c. If you withhold your personal information, it may not be possible for us to provide you with our products and services or for you to fully access our Platform.

d. We may disclose your personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, legal proceedings or in response to a law enforcement agency request.

e. If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases or systems, together with any personal information and non-personal information contained in those databases or systems.

6. Disclosure of your personal information

a. We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this Privacy Policy.

b. If we do disclose your personal information to a third party, we will protect it in accordance with this Privacy Policy.

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7. General Data Protection Regulation (GDPR) for the European Union (EU)

- a. We will comply with the principles of data protection set out in the GDPR for the purpose of fairness, transparency and lawful data collection and use.
- b. We process your personal information as a Processor and/or to the extent that we are a Controller as defined in the GDPR.
- c. We must establish a lawful basis for processing your personal information. The legal basis for which we collect your personal information depends on the data that we collect and how we use it.
- d. We will only collect your personal information with your express consent for a specific purpose and any data collected will be to the extent necessary and not excessive for its purpose. We will keep your data safe and secure.
- e. We will also process your personal information if it is necessary for our legitimate interests, or to fulfil a contractual or legal obligation.
- f. We process your personal information if it is necessary to protect your life or in a medical situation, it is necessary to carry out a public function, a task of public interest or if the function has a clear basis in law.
- g. We do not collect or process any personal information from you that is considered "Sensitive Personal Information" under the GDPR, such as personal information relating to your sexual orientation or ethnic origin unless we have obtained your explicit consent, or if it is being collected subject to and in accordance with the GDPR.
- h. You must not provide us with your personal information if you are under the age of 16 without the consent of your parent or someone who has parental authority for you. We do not knowingly collect or process the personal information of children.

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8. Your rights under the GDPR

a. If you are an individual residing in the EU, you have certain rights as to how your personal information is obtained and used. We comply with your rights under the GDPR as to how your personal information is used and controlled if you are an individual residing in the EU.

b. Except as otherwise provided in the GDPR, you have the following rights:

- to be informed how your personal information is being used;
- to access your personal information (we will provide you with a free copy of it);
- to correct your personal information if it is inaccurate or incomplete;
- to delete your personal information (also known as "the right to be forgotten");
- to restrict processing of your personal information;
- to retain and reuse your personal information for your own purposes;
- to object to your personal information being used; and
- to object against automated decision making and profiling.

c. Please contact us at any time to exercise your rights under the GDPR at the contact details in this Privacy Policy.

d. We may ask you to verify your identity before acting on any of your requests.

9. Hosting and International Data Transfers

a. Information that we collect may from time to time be stored, processed in or transferred between parties or sites located in countries or jurisdictions outside of Australia. These may include, but are not limited to, countries in the Asia Pacific region (including Australia), Canada, USA and Europe.

b. The hosting facilities for our Platform are situated in countries or jurisdictions outside of Australia. These may include, but are not limited to, countries in the Asia Pacific region (including Australia), Canada, USA and Europe. Transfers to each of these countries will be protected by appropriate safeguards, these include one or more of the following: the use of standard data protection clauses adopted or approved by the European Commission which you can obtain from the European Commission Website; the use of binding corporate rules, a copy of which you can obtain from our Data Protection Officer.

c. Our suppliers and contractors may be situated in the Asia Pacific region (including Australia), Canada, USA and Europe. Transfers to each of these countries will be protected by appropriate safeguards, these include one or more of the following: the use of standard data protection clauses adopted or approved by the European Commission which you can obtain from the European Commission Website; the use of binding corporate rules, a copy of which you can obtain from our Data Protection Officer.

d. You acknowledge that personal data that you submit for publication through our Platform may be available, via the internet, around the world. We cannot prevent the use (or misuse) of such personal data by others.

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10. Security of your personal information

- a. We are committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- b. Where we employ data processors to process personal information on our behalf, we only do so on the basis that such data processors comply with the requirements under the GDPR and that have adequate technical measures in place to protect personal information against unauthorised use, loss and theft.
- c. The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

11. Access to your personal information

- a. You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth), and to the extent applicable the EU GDPR.
- b. If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at contact@phillipstreetassociates.com or write to us at GPO Box 1939 Sydney NSW 2001.
- c. We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act or any other applicable law.

12. Complaints about privacy

If you have any complaints about our privacy practices, please feel free to send in details of your complaints to contact@phillipstreetassociates.com or GPO Box 1939 Sydney NSW 2001. We take complaints very seriously and will respond promptly after receiving written notice of your complaint.

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13. Changes to Privacy Policy

Please be aware that we may change this Privacy 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 Privacy Policy.

14. Platform

a. When you visit or use our Platform

When you come to or use our Platform, we may collect certain information such as browser type, operating system, website visited immediately before coming to our Platform, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

b. Cookies

We may from time to time use cookies on our Platform. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our Platform. Our Platform may from time to time use cookies to analyse website traffic and help us provide a better Platform visitor experience. In addition, cookies may be used to serve relevant ads to Platform visitors or users through third party services such as Google AdWords. These ads may appear on this website or other websites you visit.

Our Cookie Policy sets out in more detail our policy in relation to cookies and similar technologies. It forms part of this Privacy Policy.

c. Third party sites

Our Platform may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that we are not responsible for the privacy practises of other such websites. We encourage our users to be aware, when they leave our Platform, to read the privacy statements of each and every website that collects personal identifiable information.

15. Contact Us

You may contact us in writing at GPO Box 1939 Sydney NSW 2001 or by email at contact@phillipstreetassociates.com, for further information about this Privacy Policy.

16. Date

Last updated on 05 April 2020.