



## PRIVACY POLICY

LAW PRACTICE	
Law Practice	Scott Legal
Incorporated by	Licage Enterprises Pty Ltd (ACN 600 469 172)
Street Address	277 Heaths Road Hoppers Crossing, Victoria, 3029
Postal Address	PO Box 6062 Point Cook, Victoria, 3030
Phone	+61 3 9111 0078
Facsimile	+61 3 8692 1032
Email	<a href="mailto:info@scottlegal.com.au">info@scottlegal.com.au</a>
Principal Lawyer	Leanne Scott

Scott Legal values the privacy of our clients and is committed to safeguarding the Personal Information which you provide us. By visiting the Website and engaging our services, you agree to the terms of this Privacy Policy. If you do not agree to use of your Personal Information as outlined below, email [leanne@scottlegal.com.au](mailto:leanne@scottlegal.com.au) or write to Scott Legal.

Refer to separate [Disclosure Statement and Costs Agreement](#) and [Website Disclaimer](#).

## DEFINITIONS

The following definitions apply to this Privacy Policy:

**Scott Legal** refers to Licage Enterprises Pty Ltd (ACN 600 469 172) trading as Scott Legal.

**Linked Sites** refers to links contained on the Website to sites on WWW owned and operated by third parties and which are not under the control of Scott Legal.

**Personal Information** is defined in the Privacy Act as “*any information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion*”. Such information may include your name, phone, mail, email, date of birth and other information you choose to provide or required for the purposes of dealing with Scott Legal as a client, potential client, supplier, job applicant, stakeholder, contractor or in some other capacity.

**Privacy Act** refers to the Privacy Act 1988 (Cth).

**Website** refers to Scott Legal’s website, [www.scottlegal.com.au](http://www.scottlegal.com.au).

**WWW** refers to the World Wide Web.

## What personal information does Scott Legal collect and why?

The types of Personal Information we collect will vary depending on your enquiries and instructions (if you engage Scott Legal's services) and may include:

- your name, email, mobile, address and other contact details; and
- information relating to your legal matters.

Generally, we collect and use Personal Information about you to assess your legal needs and provide you with legal services for your benefit.

## How will Personal Information be collected?

Scott Legal may collect Personal Information directly from you, including your name, address, contact number and email when you:

- contact us by phone, mail, email;
- make an enquiry about our services; or
- visit our website.

Your Personal Information may also be collected by Scott Legal from publicly available sources or third parties.

Should you provide Scott Legal with Personal Information about another person, you must obtain their consent and let them know about this policy, prior to giving their information.

## How is Personal Information used and disclosed?

Scott Legal's uses of your Personal Information may include:

- to take your initial enquiry, including to enable us to assess your relevant circumstances and to provide you with an estimate of costs;
- to provide you with the legal services you have requested from Scott Legal;
- disclosure to third parties only for the purpose of undertaking the legal services on your behalf and consistent with your instructions (we will always obtain your specific consent prior to disclosing your Personal Information to any third party for the first time);
- for carrying out internal administrative purposes incidental to the provision of our services (for example billing);
- for a specified purpose with your express written permission;
- only to the extent reasonably required for the purpose, to our accountants, legal advisors, payment systems operator, financial institution, law enforcement agency or government authorities;
- managing and resolving any complaints and issues; and
- disclosure to third party service providers who help us operate our computer systems and provide us with fraud prevention services.

Where Scott Legal makes such disclosures, we will take reasonable steps to require these organisations to comply with the National Privacy Principles. Otherwise, Scott Legal will only disclose Personal Information if required by law, permitted under the Privacy Act or where we have your consent to do so (whether written, verbal or implied).

We will never disclose your Personal Information for marketing purposes or for any purpose other than as set out above without your consent. Your Personal Information will not be shared, sold or disclosed for any other purpose.

## Security of Personal Information

Scott Legal protects the Personal Information it collects in a secure database. In storing your Personal Information we have taken a number of steps to protect your Personal Information from misuse, loss, unauthorised access, modification or disclosure.

Scott Legal's employees are required, as a condition of their employment, to treat personal Personal Information held by Scott Legal as confidential, and to maintain the confidentiality of that Personal Information.

Additionally, Scott Legal takes reasonable steps to destroy or permanently de-identify Personal Information when we no longer need it, subject to legal requirements to retain records of files for 7 years.

### **Online privacy issues**

Generally, Scott Legal will handle Personal Information collected online consistently with the way that it handles Personal Information collected offline. Other matters specific to Scott Legal's handling of Personal Information online are set out as follows:

- (a) Cookies for tracking the statistics of our Website. This allows us to better understand our users and improve the layout and functionality of our Website. This tracking is conducted in such a way to ensure the anonymity of visitors;
- (b) Our website and mobile site may contain links to social media/online forums. Think carefully before you post or publish any Personal Information in these forums as it will be publicly available; and
- (c) Sometimes our Website contains Linked Websites, for your convenience and information. When you access a Linked Website, please understand that Scott Legal is not responsible for the privacy practices of that site. We suggest that you review the privacy policies of each site you visit.

### **Cyber Fraud**

Cyber thieves are clever. If you have received a suspicious email from us in which you are given direction to disclose Personal Information or make a payment which is not consistent with our Costs Agreement or discussions held directly with you, you should contact our office directly (using our known phone number and email address) before disclosing such Personal Information or making any payment.

### **Variation of Terms and Conditions**

Scott Legal reserves the right to change this Privacy Policy without notice to you at its discretion. Please check this page regularly to ensure you are familiar with the current version.

### **Accuracy of Personal Information**

Under the Privacy Act, you have a right to seek access to information which Scott Legal holds about you. You also have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

### **Access to your personal information**

You may request access to your Personal Information held by Scott Legal by writing to Scott Legal at the address stated below. Where Scott Legal holds information that you are entitled to access, it will endeavour to provide you with a suitable range of choices as to how you access it at your expense.

Access to Personal Information may be refused in certain circumstances, such as where it would impact the privacy of others, for legal reasons, prejudicial to an enforcement body, reveal commercially sensitive information, pose a risk to the life or safety of an individual or if the request is frivolous or vexatious.

If you believe that your Personal Information held by Scott Legal is incorrect, incomplete, inaccurate or irrelevant, please contact Scott Legal at email: [leanne@scottlegal.com.au](mailto:leanne@scottlegal.com.au).

### **Complaint or further information required**

Any questions about this policy, or any complaint regarding treatment of your privacy by Scott Legal, should be made in writing to Scott Legal:

By email: [leanne@scottlegal.com.au](mailto:leanne@scottlegal.com.au)

**By mail: PO Box 6062, Point Cook, Victoria, 3030**

We will respond within 30 days. Any breach of this Policy will be investigated and appropriate action will be taken to prevent any further breach.

Further information on privacy legal requirements can be obtained from the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au) or phone 1300 363 992.

*This Policy is current as at 10 February 2020.*