



## Privacy Policy

This Privacy Policy forms part Terms and Conditions for accessing The Digital Lawyer website (the **Site**). Undefined terms in this Privacy Policy have the meaning given in the Terms and Conditions.

By providing personal information to the Owner, you consent to our collection use and disclosure of your personal information in accordance with this Privacy Policy. 'Personal information' is information which identifies you, or from which you could be reasonably identified.

### 1 What personal information do we collect?

1.1 We collect personal information about you when you use and access the Site. This may occur when you create an account, post a comment, receive a newsletter or become an advertiser.

1.2 By using the Site, we may collect the following types of personal information:

- 1 statistics on page views, traffic to and from the Site, computer and connection information, IP address and standard web log information and device type;
- 2 information that you provide to us through your use of the Site or indirectly through other websites or accounts from which you permit us to collect information. This may include:
  - a. your name;
  - b. contact details, such as your email address, telephone number and mailing or street address;
  - c. age or date of birth;
  - d. information you provide to us through customer surveys; or
  - e. any other personal information that may be required in order to facilitate your dealing with us; and
- 3 details of the products and services we have provided to you or that you have inquired about and advertising data.

1.3 We may also use cookies or other similar tracking technologies on the Site to collect data about your website usage and to remember your preferences. If personal information is collected through our use of these technologies, we will handle that information as described in this Privacy Policy. You can disable cookies through your internet browser but the Site may not work as intended if you do so.

### 2 How do we collect personal information?

We collect personal information either directly from you or from third parties. We may collect this information when you:

- 1 register or use the Site;
- 2 communicate with us through email or when you share information with us from other websites, including social media;
- 3 interact with our sites, services, content and advertising.

### 3 Why do we collect, use and disclose personal information?

3.1 We may collect, hold, use and disclose your personal information for the following purposes:



- 1 to enable you to access and use the Site and our other services;
- 2 to improve your experience by delivering content (including editorial, marketing and advertising) we think you will find relevant and interesting;
- 3 to perform analytics, conduct research and for advertising and marketing;
- 4 to send you marketing and promotional messages and other information that may be of interest to you, including information sent by, or on behalf of, third parties that we think you may find interesting; or
- 5 to comply with or enforce our legal obligations.

3.2 If you do not provide us with the personal information described in this policy:

- 1 we may be unable to tailor the content of our Site to your preferences and your experience of our Site may not be as enjoyable or useful.
- 2 we may not be able to provide you with the products or services you requested, to the same standard, or at all; and
- 3 we may not be able to provide you with information about products and services that you may want.

#### **4 Do we use your personal information for direct marketing?**

4.1 We, and carefully selected third parties, may send you direct marketing communications and information about services that we think may be relevant to you. This may take the form of emails, SMS, mail or other forms of communication in accordance with the *Spam Act 2003* (Cth) and the *Privacy Act 1988* (Cth).

4.2 You may opt-out of receiving marketing materials from us by using the opt-out facilities provided or by contacting us.

#### **5 To whom do we disclose your personal information?**

We may disclose personal information for the purposes described in this Privacy Policy to:

- 1 our employees;
- 2 professional advisers, dealers and agents;
- 3 third party suppliers and service providers;
- 4 anyone to whom our assets or businesses (or any part of them) are transferred;
- 5 third parties authorised by you to receive information held by us;
- 6 other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.

#### **6 Security**

6.1 We may hold your personal information in either electronic or hard copy form.

6.2 We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification and disclosure. These measures include:

- 1 taking reasonable steps to prevent unauthorised access to our online and computerised hosting systems by using measures such as firewalls, data encryption, virus detection methods and password restricting access; and
- 2 at our business premises, by restricting access to those premises.



## 7 Links

The Site contains links to websites operated by third parties. We are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over those websites. The privacy policies applying to those websites may differ significantly from this Privacy Policy.

## 8 Disclosure of personal information outside Australia

8.1 Our services are hosted outside of Australia. In dealing with the Owner, you consent to this practice, including that your personal information may be accessible or transmitted from outside Australia.

8.2 We may disclose your personal information to entities located outside of Australia, including the following:

- 1 our data hosting and cloud-based IT service providers;
- 2 other third parties operating in jurisdictions including China, India, Indonesia, New Zealand, Hong Kong and the United States.

## 9 Accessing or correcting your personal information

9.1 You can access the personal information we hold about you by contacting us. We will seek to verify your identity when you request the personal information we hold about you. If we are unable to provide you with access to all of your personal information we will tell you why.

9.2 If you think any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

## 10 Google Services

10.1 We use Google Analytics and Google AdSense on our Site. To provide those services to us, Google may collect information about you and process that information in the United States of America and other countries.

10.2 You can read more about what information Google collects and how it processes your data [here](#). Any such information collected by Google is handled in accordance with Google's [Privacy Policy](#).

10.3 If you do not consent to Google collecting and processing information about you, you can [opt-out](#) by following the link provided.

## 11 Making a complaint

11.1 If you think we have breached the *Privacy Act 1988* (Cth), or you wish to make a complaint about the way we have handled your personal information, you must first make a complaint to us. We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time.

11.2 If you think that we have failed to resolve the complaint satisfactorily, or you still have a concern, you can contact the Office of the Australian Information Commissioner:

Online: <https://www.oaic.gov.au/>

Phone: 1300 363 992



Email: [Enquiries@oiac.gov.au](mailto:Enquiries@oiac.gov.au)

Post: GPO Box 5218, Sydney NSW 2001

Fax: (02) 9284 9666

## **12 Contact Us**

We can be contacted as follows:

Catalyst Publishing Pty. Ltd.

**Attention:** Privacy Officer

PO Box R302

Royal Exchange NSW 1225

## **13 Changes to the Privacy Policy**

Our Privacy Policy may be updated at any time, and a revised version of the Privacy Policy uploaded to the Site.

Last updated: 20 April 2017