

Privacy policy

Hunt & Hunt recognises the importance of privacy and we are committed to protecting your personal information. We are required to comply with the *Privacy Act 1989* (Cth) and the National Privacy Principles in the Act. Our policy for dealing with any personal information that you disclose to us is explained below.

What personal information does Hunt & Hunt collect?

The type of personal information we collect depends on the nature of your dealings with us. We may collect your personal information if you:

- instruct us to provide you with legal advice or services;
- are on the other side or a party to a matter in which we have been instructed to act;
- are one of our suppliers;
- are a subscriber to our mailing list or newsletter;
- attend an event or seminar organised by Hunt & Hunt; or
- submit a job application.

The type of personal information we collect will depend on the reason for collecting it and may include your name and contact details, your employment details, industry expertise, areas of interest, details of your dealings with us, and any other information reasonably necessary to provide you with our services. Generally Hunt & Hunt does not collect sensitive information about you, such as health records, unless it is reasonably necessary for the purpose of providing you with legal advice or is otherwise permitted by law.

How does Hunt & Hunt collect personal information?

We collect personal information directly from you whenever it is reasonable and practical to do so. We may also collect personal information from third parties in the course of providing legal services to you.

If you elect not to provide some personal information to us, this may affect our ability to provide services to you.

Why does Hunt & Hunt collect personal information?

Hunt & Hunt will only collect personal information in connection with carrying out legal services or business activities.

Generally, the purpose for which Hunt & Hunt collect personal information will be apparent from the way in which we collect it, or will be disclosed at the time of collection. If at any time the purpose for which we are collecting your personal information is unclear, please raise your concerns with the person you are dealing with or contact us using the contact details below.

How does Hunt & Hunt use your personal information?

Hunt & Hunt will only use your personal information in the following ways:

- for the purpose(s) you have provided the information;
- for a purpose you have consented to; or
- for a purpose otherwise permitted by law.

When does Hunt & Hunt disclose personal information?

Hunt & Hunt may disclose your personal information to related Hunt & Hunt service entities or third party service providers and contractors who assist in our internal business and administrative operations. When we engage the services of a third party, we take reasonable steps to ensure they comply with the *Privacy Act* and maintain the confidentiality of any personal information to which they have access.

Hunt & Hunt may disclose your personal information with interstate or overseas offices that comprise the Hunt & Hunt legal group (including Hunt & Hunt Lawyers in Darwin and Hobart, Macrossans Lawyers in Brisbane, and Marks & Sands Lawyers in Perth), and other professional advisors or experts. Disclosure will be for the purpose of providing you with legal advice or in connection with the administration of the Hunt & Hunt legal group.

We may also use your contact information to keep you updated on legal developments or upcoming events which may be relevant to you.

How does Hunt & Hunt ensure your personal information is correct?

Hunt & Hunt takes all reasonable steps to ensure that your personal information is accurate, complete and up to date. To assist, please contact us if any of the details you have provided are incorrect or have changed.

How does Hunt & Hunt keep your personal information secure?

Hunt & Hunt is committed to keeping your personal information secure. We take reasonable steps to protect your personal information from misuse, loss and from unauthorised access, modification or disclosure.

While Hunt & Hunt uses all reasonable endeavours to ensure that you provide personal information in a secure environment, no data transmission over the internet can be guaranteed as totally secure. Hunt & Hunt does not accept responsibility for the security of information transmitted to us over the internet.

How can you access your personal information?

You have the right to access your personal information held by Hunt & Hunt. You can also make a request for us to correct any inaccurate, incomplete or out-of-date personal information.

For security reasons, a written request may be required to access your information.

We may charge a small fee for the retrieval of your information. We are committed to granting you access to your personal information within a reasonable time frame. We will not refuse you access unless there are legal reasons for doing so. In such circumstances, we will explain those reasons to you.

Does the Hunt & Hunt website collect personal information?

We do not collect personal information from casual visitors to our web site, unless you have voluntarily supplied us with personal information via one of our web forms or via email.

Updates to this Privacy Policy

This Privacy Policy will be reviewed and updated by Hunt & Hunt from time to time. Updated versions of this policy will be published on this website.

Contact us about privacy

Please direct your privacy related questions and feedback to **Clementine Scahill** on **+61 2 9391 3000** or **cscahill@hunthunt.com.au**.

Further Information on Privacy

Further information may be obtained on privacy issues in Australia by visiting the Australian Information Commissioner's website at www.privacy.gov.au.

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