

# Privacy Statement

## **Aurora Workplace Law is committed to protecting your privacy**

1. This Privacy Policy applies to your use of any of our services, including when you request information from us or engage our legal and other services, or as a result of your relationship with one or more of our clients, or to any information collected from third parties.

2. In the course of our business we collect, use, store and disclose personal information provided to us by our clients and other users of this website. This Privacy Policy details how we generally collect, hold, use and disclose personal information and your rights in relation to the personal information that we hold about you.

## **The kinds of personal information we collect and hold**

5. We collect and hold a range of personal information in carrying out our business and functions as a legal services provider. The type of information we may collect and hold includes personal information about clients, business associates and potential clients and their employees; information about individuals we collect in the course of acting for clients; suppliers and their employees; employees, prospective employees and contractors; and other people who come into contact with Aurora Workplace Law.

6. We may collect current and historical personal information including name, contact details, occupation, personal preferences, payment details, employment history, education and qualifications, testimonials and feedback, and other information which assists us in conducting our business, providing and marketing our services and meeting our legal obligations. Depending upon the circumstances of the matter, it may also include sensitive information.

## **How we collect personal information**

7. In most instances Aurora Workplace Law will collect personal information directly from the person to whom the information relates, or the organisation of which that person is an employee, director or principal. However, we may also collect personal information about individuals from third parties such as regulatory authorities, their employer, other organisations with whom they have dealings, government agencies, credit reporting agencies, recruitment agencies, information or service providers and publicly available records.

8. If you supply us with personal information about another individual, we ask you to assist us by referring that person to this Privacy Policy. Before you provide us with personal information about an individual that is sensitive information, you must ensure that you are authorised by the relevant individual to disclose that information to us.

9. We will handle any unsolicited information in accordance with law, including destroying or de-identifying such information where we are required to do so by a relevant law.

## **Cookies and Collection of information when using this website**

10. We collect personal information from this website when it is provided voluntarily by you – for example, when you fill in our online forms.

11. Other information may be obtained relating to your visit through the use of cookies. In order to make this site more useable and secure, cookies are used when a registered client or other user logs on to enable that client or other user to subsequently access secure pages. We also use cookies to measure usage sessions accurately, and to gain a clear picture of which areas of the sites attract traffic.

12. When cookies are used on this site, they are used to store information relating to your visit such as a unique identifier, or a value to indicate whether you have seen a web page. We use session (not permanent) cookies. They are used to distinguish your Internet browser from the thousands of other browsers. This site will not store personal information such as email addresses or other details in a cookie.

### **Use of your personal information**

13. Aurora Workplace Law may disclose your information to service providers, agents and contractors from time to time to help us to provide and market our services to you or as otherwise required or authorised by law.

14. Aurora Workplace Law is bound by professional obligations of confidentiality and legal professional privilege. We will continue to treat and protect information we receive (including any personal information) in accordance with these obligations.

### **Access to your personal information and keeping your information up-to-date**

15. Aurora Workplace Law takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

16. We recommend that you let us know if there are any errors in your personal Information and keep us up to date with changes to personal information. To request access to or correction of personal information we may hold about you, please contact us through our website or phone us on the number listed on our website.

### **Storage and security of your personal information**

17. Aurora Workplace Law uses its reasonable endeavours to maintain the security of this website and to protect your personal information from misuse, interference and loss and from unauthorised access, modification or disclosure. Physical storage of personal information will be in secure locations.

### **Complaints**

18. If you would like to complain about a breach of the Australian Privacy Principles or the handling of your personal information by us, you may contact us through our website or phone us on the number listed on our website. We will respond to complaints within a reasonable period of time (usually 30 days).

19. If you are not satisfied with our handling of your complaint or we have not replied to you within a reasonable period of time, then you are entitled to make a complaint to the Office of the Australian Information Commissioner. The Office of the Australian Information Commissioner can be contacted by visiting [www.oaic.gov.au](http://www.oaic.gov.au), calling 1300 363 992 or by emailing [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au).