

Privacy policy

Privacy Policy of Aston Reid Lawyers Pty Ltd ABN: 79 098 879 755 (“Aston Reid Lawyers”)

Aston Reid Lawyers respects the privacy of individuals [who](#) have dealings with Aston Reid Lawyers, such as customers, suppliers and employees. Aston Reid Lawyers is bound by the Australian Privacy Principles, to the extent required by the Australian Privacy Principles (“APP’s”), Privacy Act 1988 (Cth) (“Privacy Act”), and the Credit Reporting Code (“CR Code”). The following policy outlines how Aston Reid Lawyers collects, uses and manages personal information

Why does Aston Reid Lawyers collect personal and sensitive information?

Aston Reid Lawyers is a supplier of legal services. To operate our business, we need to collect some information about the people we deal with. Collecting personal information is also necessary in some circumstances to meet our legal obligations.

Who does Aston Reid Lawyers collect personal information about?

Aston Reid Lawyers collects and holds personal information about:

- our employees;
- contractors who provide services to us;
- our clients;
- our suppliers; and
- job applicants.

We do offer links to third party websites on our websites. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that website and its privacy statement.

What kind of personal information does Aston Reid Lawyers collect and how does Aston Reid Lawyers collect it?

The type of information we collect varies, depending on the purpose, and may include (but is not limited to) name, address, contact details, employment information and marketing information.

This information may be obtained through the submission of completed forms, provided in person or by telephone by the individuals themselves, or information obtained from a third party.

Where reasonable and practicable, we collect information directly from the individual. Aston Reid Lawyers may also collect information from other sources including publicly available information.

How do we treat sensitive information?

The Privacy Act defines 'sensitive information' as (among other things) information about a person's racial or ethnic origin, religion, membership of political bodies, trade union or other professional or trade association, sexual preferences or practices, criminal record or health. Sometimes it may be necessary for Aston Reid Lawyers to collect sensitive information.

If you provide Aston Reid Lawyers with sensitive information, it is our policy that this information will be used and disclosed only for the purpose for which it was provided or another directly related purpose, unless you agree otherwise, or unless use or disclosure of this information is allowed by law.

How do we store personal information?

Aston Reid Lawyers is required by the APPs and Part IIIA of the Privacy Act to safeguard the security and privacy of your information, whether you interact with us personally, by telephone, mail, over the internet or other electronic medium. Aston Reid Lawyers stores personal information at its own premises with the assistance of its service providers. Aston Reid Lawyers maintains strict procedures and standards and takes a range of steps to prevent unauthorised access to or, disclosure of, personal information and protect an individual's information from misuse or loss. Once an individual's information is no longer needed by Aston Reid Lawyers reasonable steps are taken to destroy or de-identify it.

How do we keep personal information accurate and up-to-date?

Aston Reid Lawyers seeks to ensure that the personal information it holds is accurate, complete and up-to-date. We realise that this information changes frequently with changes of address and other personal circumstances. We encourage you to contact Aston Reid Lawyers as soon as possible in order to update any personal information we hold about you. Our contact details are set out below.

Can you access and correct the personal information we hold about you?

You may obtain access to, and correct, any personal information which Aston Reid Lawyers holds about you, unless one of the exceptions in the Privacy Act applies.

You may at any reasonable time request to see the contents of the information that the firm holds on you and the firm will make such information available to you. If you wish, you may correct or change any of the instructions we hold on you. Please contact the Privacy Officer on (02) 9615 9822 or email enquiries@astonreidlawyers.com.au.

Your consent

By dealing with Aston Reid Lawyers or using this site you agree with the terms of this Privacy Policy. Whenever you submit information via this site, you consent to the collection, use, and disclosure of that information in accordance with this Privacy Policy, the Privacy Act 1988 (Cth) and the CR Code (as applicable).

Updates to this policy

This privacy policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. This Privacy Policy was last updated 31 March 2015.