

# Meridian Lawyers Privacy Policy

## 1. Introduction

This Privacy Policy sets out our commitment to protecting the privacy of personal information provided to us, or otherwise collected by us, offline or online, including through our [www.meridianlawyers.com.au](http://www.meridianlawyers.com.au) website. In this Privacy Policy we, us or our means Meridian Lawyers Limited ACN 108 546 774. This Privacy Policy should be read in conjunction with our website [Terms of Use](#).

Meridian Lawyers is bound by the *Privacy Act 1988* (Cth), which sets out a number of principles concerning the privacy of individuals.

## 2. Collection of your personal information

The types of personal information we may collect about you include:

- your name;
- your contact details, including email address, mailing address, street address and/or telephone number;
- your age and/or date of birth;
- your billing or financial information;
- your employment and professional information;
- your browser session and geo-location data, device and network information, statistics on page views and sessions, acquisition sources, search queries and/or browsing behaviour;
- information about your access and use of our Site, including through the use of Internet cookies, your communications with our Site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider;
- additional personal information that you provide to us, directly or indirectly, through your use of our Site, associated applications, associated social media platforms and/or accounts from which you permit us to collect information; and
- any other personal information requested by us and/or provided by you or a third party.

We may collect these types of personal information directly from you or from third parties, where it is necessary to do so.

## 3. Use of your personal information

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

- providing legal advice and services;
- undertaking conflict searches to determine whether we can act for a potential client;
- to enable you to access and use our Site;

- to contact and communicate with you, including through our News & Insights subscriptions ;
- for internal record keeping and administrative purposes;
- for analytics, market research and business development, including to operate and improve our Site, associated applications and associated social media platforms;
- to comply with our legal obligations and resolve any disputes that we may have; and
- to consider your employment application.

When you visit our website, we collect the following non-personally identifiable information via Google+ Analytics, including but not limited to browser type, version and language, operating system, pages viewed while browsing the Site, page access times and referring website address. This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering relevant content to you while you are using our website.

#### **4. Sharing of your personal information**

We may disclose personal information to:

- third party service providers for the purpose of enabling them to provide their services, including (without limitation) barristers, consultants, IT service providers, data storage, archiving, web-hosting and server providers;
- our employees, contractors and/or related entities;
- anyone to whom our business or assets (or any part of them) are, or may (in good faith) be, transferred;
- credit reporting agencies, courts, tribunals and regulatory authorities, in the event you fail to pay for services we have provided to you;
- courts, tribunals, regulatory authorities and law enforcement officers, as required in connection with any actual or prospective legal proceedings;
- third parties to collect and process data, such as Google Analytics. This may include parties that store data outside of Australia.

Where we disclose your personal information to third parties, we will request that the third party handle your personal information in accordance with this Privacy Policy. Those parties will only be given access to the personal information they need to deliver the relevant service.

#### **5. Storage and Security**

We are committed to ensuring that the personal information we collect is secure. In order to minimise the risk of unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure personal information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

We cannot guarantee the security of any information that is transmitted to or by us over the Internet. The transmission and exchange of information is carried out at your own risk. Although we take measures to safeguard against unauthorised access to or disclosure of information, we cannot assure you that the personal information we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

## **6. Changes to this Privacy Policy**

We reserve the right to make amendments to this Privacy Policy at any time. We recommend you check our website regularly to ensure you are aware of our current Privacy Policy.

## **7. Accessing Your Personal Information**

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. We may charge a fee for searching for, and providing access to, your information on a per request basis.

You may also have a right to restrict or object to the processing of your personal information in certain circumstances, for example, if you are a resident of the European Union.

## **8. General Data Protection Regulation (GDPR) for the European Union (EU)**

We will comply with the principles of data protection set out in the GDPR for the purpose of fairness, transparency and lawful data collection and use. We process your personal information as a Processor and/or to the extent that we are a Controller as defined in the GDPR. We must establish a lawful basis for processing your personal information. The legal basis for which we collect your personal information depends on the data that we collect and how we use it.

We will only collect your personal information with your express consent for a specific purpose and any data collected will be to the extent necessary and not excessive for its purpose. We will keep your data safe and secure.

We will also process your personal information if it is necessary for our legitimate interests, or to fulfil a contractual or legal obligation.

We process your personal information if it is necessary to protect your life or in a medical situation, it is necessary to carry out a public function, a task of public interest or if the function has a clear basis in law.

We do not collect or process any personal information from you that is considered "Sensitive Personal Information" under the GDPR, such as personal information relating to your sexual orientation or ethnic origin unless we have obtained your explicit consent, or if it is being collected subject to and in accordance with the GDPR.

You must not provide us with your personal information if you are under the age of 16 without the consent of your parent or someone who has parental authority for you. We do not knowingly collect or process the personal information of children.

If you are an individual residing in the EU, you have certain rights as to how your personal information is obtained, used and controlled. We will comply with those rights.

Except as otherwise provided in the GDPR, you have the following rights:

- to be informed how your personal information is being used;
- access your personal information (we will provide you with a free copy of it);
- to correct your personal information if it is inaccurate or incomplete;
- to delete your personal information (also known as "the right to be forgotten");
- to restrict processing of your personal information;
- to retain and reuse your personal information for your own purposes;
- to object to your personal information being used; and
- to object against automated decision making and profiling.

Please contact us at any time to exercise your rights under the GDPR at the contact details in this Privacy Policy. We may ask you to verify your identity before acting on any of your requests.

## **9. Complaints**

If you believe that the information we hold about you is incorrect or that we have breached the Australian Privacy Principles and wish to make a complaint, please contact us using the details below and provide us with full details. We will promptly investigate your complaint and respond to you, in writing, setting out the outcome of our investigation and the steps we will take to deal with your complaint.

If you are dissatisfied with our response, you can make a formal complaint to the Office of the Australian Information Commissioner:

Call: 1300 363 992

Post:

GPO Box 5218

Sydney NSW 2001

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

## **10. Contacting Us**

Meridian Lawyers welcomes your comments regarding this Privacy Policy. If you have any questions about this Privacy Policy or wish to submit a complaint about how we handle your personal information, please contact us by any of the following means:

Call: +61 2 9018 9999

Post: Attn: Privacy Officer,  
Meridian Lawyers  
Level 16, MLC Centre, 19 Martin Place,  
SYDNEY NSW 2000

E-mail: [privacy@meridianlawyers.com.au](mailto:privacy@meridianlawyers.com.au)

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