



PRIVACY POLICY

Valid From: September 2024

Policy Objective

In this Privacy Policy, references to "we," "our," and "us" are to Bugden Allen Group Legal Pty Ltd (ABN 14 619 607 368) and related entities.

This Privacy Policy outlines how we collect, hold, use, manage, and disclose your Personal Information in accordance with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs).

Personal Information

Personal Information is defined in the Privacy Act and includes information or an opinion about you, from which you are reasonably identifiable. This includes personal information:

- Provided to us by you;
- Provided to us by a third party such as an organization you work for, a credit agency, or by our clients; or
- Collected through our website (located at www.bagl.com.au).

When Does This Privacy Policy Apply?

By using our Website, engaging with our firm, or providing your Personal Information or another person's Personal Information to us, you:

- Accept this Privacy Policy and agree to its terms; and
- Consent to our collection, use, management, and disclosure of Personal Information in accordance with its terms.

What Personal Information Do We Collect?

We may collect, use, hold, and disclose your Personal Information for the purposes outlined below, in accordance with the APPs. Examples of Personal Information that we routinely collect include:

- **Contact Details:** Your name, job title or position, personal and/or business address, telephone/mobile numbers, and email address.
- **Information About Legal Matters:** Personal Information about you, and in some cases about relevant third parties involved in or connected to your legal matter. Depending on the nature of your legal matter, this may include sensitive information such as health and medical information.
- **Recruitment Activities:** For employment opportunities with Bugden Allen, we will collect information about your qualifications, experience, and eligibility to work in Australia. This includes your full (legal) name, date of birth, CV/resume, employment history, experience, skills, qualifications, and, if applicable, certified copies of qualifications.

How Do We Collect Personal Information?

We may collect Personal Information during the course of providing legal services to you, an organization you work for, or from another party on a legal matter involving you. We are bound by legal obligations of confidentiality and legal professional privilege, and will protect information we receive in accordance with these obligations.

When visiting our Website, we may automatically collect information including access details, IP addresses, webpage statistics, and other data to ensure the site is functioning properly. Our Website uses both session and persistent cookies to store information about your usage and preferences.

How Do We Use and Disclose Personal Information?

We may use and disclose your Personal Information for purposes including:

- Providing legal services to you or to another party involved in your legal matter;
- Confirming your identity and details;

- Complying with applicable laws, insurance requirements, and court orders;
- Enforcing agreements involving you or our clients;
- Managing our operations, recruitment, and procurement processes;
- Communicating legal or firm news and updates;
- Identifying and providing information about products and services that may interest you;
- Improving our services and financial performance using data and analytics;
- Securing our facilities;
- Collecting debts owed to us; and
- Responding to your queries.

Do We Disclose Your Personal Information to Third Parties?

We may disclose Personal Information to third parties for the purposes outlined above and as permitted, authorized, required, or compelled by law. This includes disclosing information to courts, other parties in litigation, lawyers, accountants, valuers, experts, barristers, and witnesses.

Do We Transfer Personal Information Outside Australia?

We will not transfer your Personal Information outside Australia without prior notice to you.

Personal Information Quality and Security

We take reasonable steps to ensure that your Personal Information is accurate, complete, and up-to-date. We protect the Personal Information we hold from misuse, interference, loss, and unauthorized access, modification, or disclosure through measures such as restricting office access, employing firewalls, password-protecting IT systems, and updating software.

Access and Correction

You have the right to access and, where necessary, seek correction of your Personal Information. While we do not charge for access, we may charge for the time and expense incurred in compiling the information. Please use the contact details below to request access or correction of your Personal Information.

Complaints, Contact Details, and Additional Information

To request access to your information or to make a complaint about our privacy practices, please contact us at:

BUGDEN ALLEN GROUP LEGAL

Suite 13.01, Level 13, 77 King Street, SYDNEY NSW 2000

Email: info@bagl.com.au

Contact: [02 9199 1055](tel:0291991055)

We will consider your complaint and respond within a few business days. If further investigation is needed, we will acknowledge receipt within a week and aim to complete our investigation and respond in writing within 30 days. If you are not satisfied with our response, you may lodge a complaint with the Office of the Australian Information Commissioner via their website at <https://www.oaic.gov.au/>.

Changes to This Privacy Policy

We may amend this Privacy Policy to reflect legislative changes or updates to our Personal Information management practices. Any changes will take effect upon being published on our Website. Continued use of our services or Website constitutes acceptance of the updated Privacy Policy.