

# Privacy Statement

Page Seager Pty Ltd (ACN 620 698 286) (**we, our or us**) is committed to respecting your privacy and your personal information. This statement sets out how we collect, use and disclose your personal information. It also sets out some key parts of our Privacy Policy which may be viewed at [www.pageseager.com.au](http://www.pageseager.com.au).

## Collecting your personal information

### Collecting personal information

We will, if it is reasonable or practicable to do so, collect personal information directly from you. Sometimes you may not be aware that we have collected your personal information. If we collect your personal information, we will take reasonable steps to notify you of the collection.

### Collecting personal information from other sources

Sometimes we collect personal information about you from third parties where it is necessary to do so. Examples of other sources that we may collect personal information from include, but are not limited to:

- accessing information that is publicly available (i.e. on the electoral role, telephone directories, other websites, Personal Property Security Register, Australian Securities Investment Commission website, the Land Information System Tasmania website);
- SAI Global website;
- authorised representatives, including any person who has authority to act on your behalf;
- your business partners or related entities;
- your family members, medical advisors, current and former employers;
- regulatory authorities;
- professional advisers;
- insurance companies;
- banks and financial institutions;
- Work Cover;

- Medicare, Centrelink, Australian Tax Office; and
- government departments and government agencies.

### Collection required by law

We may also collect your personal information if the collection of the information is required or authorised by law or a court/tribunal order.

## Purposes for collecting personal information

### Purposes

We collect, hold, use and disclose your personal information for the purpose it was collected and related purposes, including:

- to identify you;
- to provide legal services to you, your business partners or your related entities;
- to provide you with a cost estimate for legal services;
- to manage your file and account;
- for accounting, billing and other internal administrative purposes;
- to develop and manage our relationships with you, your business partners or your related entities;
- to provide you with information about changes in the law, events, functions, training or legal services that may interest you, unless you tell us not to;
- to improve our legal services;
- to fulfil our professional obligations;
- to respond to complaints;
- to comply with any applicable laws, regulations

- or codes of practice; and
- for any other purpose for which you have given your consent.

### **Direct marketing**

If you don't want to receive any more direct marketing material from us, you can contact our Privacy Officer at any time on the details at the end of this statement.

### **What happens if you don't provide your personal information?**

If you do not provide us with your personal information:

- we may not be able to verify your identity; and
- this may affect our ability to provide you with the legal services you want.

### **Use and disclosure of personal information**

#### **Disclosing your personal information**

We will not use or disclose personal information we hold about you that was collected for a particular purpose for another purpose, unless:

- you have consented to the use or disclosure of the information for another purpose; or
- the use or disclosure is otherwise permitted under the *Privacy Act* 1998 (Cth).

#### **Disclosing your personal information to third parties**

Sometimes we may disclose personal information about you to third parties. Examples of third parties that we may disclose your personal information to include, but are not limited to:

- authorised representatives, including any person who has authority to act on your behalf;
- subject to our professional obligations, any person where necessary to perform legal services, including regulatory authorities and financial institutions;
- the Legal Profession Board of Tasmania, Law Society of Tasmania and any other relevant authority;

- our external service providers and professional advisors so that they can provide financial, administrative or other services in connection with our legal services, including but not limited to, barristers, financial institutions, auditors, insurers, information technology service providers and photocopy and archive service providers;
- debt collection agencies; and
- any other person where you have given your consent.

#### **Disclosing your personal information overseas**

We may need to disclose your personal information to recipients outside Australia in limited circumstances, including where your information relates to a claim made in respect of sea carriage for a client of ours who is an overseas based insurer / Protection and Indemnity Club.

### **Accessing and correcting your personal information**

You have the right to access and correct personal information we hold about you.

You can find out how to access personal information we hold about you and how to correct that information by:

- reading our Privacy Policy available at [www.pageseager.com.au](http://www.pageseager.com.au); or
- contacting our Privacy Officer on (03) 6235 5155 or email on [privacy@pageseager.com.au](mailto:privacy@pageseager.com.au), and asking for a copy.

### **Complaints**

Please let us know if you have any queries or concerns about a privacy issue.

You can find out about how to make a complaint and how we deal with complaints by:

- reading our Privacy Policy available at [www.pageseager.com.au](http://www.pageseager.com.au); or
- contacting our Privacy Officer on (03) 6235 5155 or email on [privacy@pageseager.com.au](mailto:privacy@pageseager.com.au).

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