

Privacy Policy

YOUR RIGHT TO PRIVACY

Pursuant to the Privacy Act 1998, there now exist, ten National Privacy Principles ("NPPs"). These set out how certain organisations must handle personal information, and are legally binding. We are affected by the NPPs, and you can find the NPPs set out in Schedule 3 of the Privacy Act.

You have instructed us to act for you and it follows that we have and will have personal information about you. You consent to our use of that personal information in the ordinary course of handling the matter in which you have instructed us. You understand and acknowledge that Matthews Dooley & Gibson would not be able to act for you properly without obtaining, storing and using that personal information.

"Personal Information" comprises any information about you that identifies you or can be used to identify you.

The term "use" comprises the disclosure of personal information to third parties.

You consent also to our use of personal information about you in some instances other than those associated with the handling of a legal matter. Such instances are:

- a. the retention by Matthews Dooley & Gibson of your personal information on a data base;
- b. the use of that data base to send you information as to services we provide, as to legal developments which may affect you and associated matters.
- c. the use of that data base to provide to third parties restricted details of your personal information e.g. name, address and business activity. This consent is subject, however, to the third party being associated in business with Matthews Dooley & Gibson and possibly able, in our reasonable opinion, to advise and otherwise assist you. An example of such a third party is an entity specialising in advising on office administration and business methods.

Unless it is necessary for the conduct of your matter or unless you have specifically authorised it, you do not consent to the use of personal information of a "sensitive" kind. The term "sensitive" includes information as to racial origin, religious beliefs, political beliefs, sexual preferences, etc.

You understand and acknowledge that you have the right to revoke your consent concerning our use of your information in whole or in part at any time.

You understand and acknowledge that you are entitled to access and correct personal information about you, subject to exceptions allowed by law. You acknowledge that while you may request access to your personal information without charge, if we incur costs in providing such access, we may recover those costs from you.

You understand and acknowledge that in some cases we may be required by law to disclose your personal information whether you consent or not. A possible example is in response to a subpoena or to a valid demand by the Australian Taxation Office.

If you require any further information in relation to the Privacy Act, NPPs or the material set out above please make a written request addressed to the Privacy Officer, Matthews Dooley & Gibson, PO Box 317, Blacktown NSW 2148.