



PROPERTY & BUSINESS LAWYERS

Privacy Policy

Background

We maintain a policy of strict confidence concerning your personal information. Our privacy policy has been developed in accordance with the Commonwealth Privacy Act 1988 (Privacy Act). The policy applies to us and our related entities (if any).

Privacy Act 1988

Our Privacy Policy sets out the manner in which we may collect and treat personal information as defined in the Privacy Act (Personal Information). It also describes how you may access and amend personal information held by us on your behalf.

The National Privacy Principles can be obtained through the website of the office of the Federal Privacy Commissioner (<http://www.privacy.gov.au>).

Contacting Us

Our contact details are as follows:

Address: Suite 1. 86 Henry Street,
PENRITH NSW 2750

Telephone: 1300 783 975

Facsimile: 1300783984

Email: info@grassassociates.com.au

Website: www.grassassociates.com.au

Collection of Personal Information

We may collect Personal Information from you when you instruct us to provide legal services for you. We may also collect Personal Information from you if you attend one of our seminars or subscribe to our mailing list.

The Personal Information that we will collect from you usually will include your name, address, telephone number, facsimile number and email address. We may collect additional Personal Information from you if it is necessary to provide our legal services.

We will keep your Personal Information in our offices. When your matter is completed, we may store your records and any related Personal Information at a secured records management facility.

Use and Disclosure of Information

The Personal Information we obtain helps provide an efficient legal service to you.

It also helps in raising your awareness of our activities, services we provide and new legal developments.

We will not use Personal Information for purposes other than;

- (a) providing our legal services; and
- (b) providing details of our legal services and upcoming seminars through our mailing list.

In the course of providing legal services we may disclose your personal information to third parties. However, we will ensure the disclosure of any Personal Information to entities outside Joseph Grassi & Associates will be bound by the same principles of confidentiality we are bound to.

We are also bound by strict professional ethics and legal professional privilege to ensure any type of information collected on your behalf is maintained in accordance with such principles.

Information Security

We require our employees to perform their duties in a manner that is consistent with our responsibilities under the Privacy Act.

We will take all reasonable steps to ensure that paper and electronic records containing Personal Information are stored in our offices or secure record management facilities.

Access and Amendment

If you wish to access your Personal Information, then you may contact our Privacy Officer and request that this be done. In the interests of your privacy we may require you to verify in writing your identity prior to releasing your Personal Information to you. Any questions you may have in relation to accessing Personal Information should be addressed to our Privacy Officer.

We will return the Personal Information to you in accordance with our normal retrieval practices.

We will take steps to destroy, amend or de-identify Personal Information in as short a time as possible after being notified by you in writing to do so unless the law requires otherwise.

We reserve the right to charge you for the reasonable cost of the retrieving your Personal Information.

Change in Privacy Policy

We reserve the right to change our privacy policy at any time. You should visit our privacy policy from time to time to see whether it has been updated.

Privacy Officer

Our Privacy Officer will be the first point of contact for inquiries about privacy issues. Individuals wishing to make an inquiry or complaint regarding privacy should do so by contacting our Privacy Officer using the contact details below:

Compliance Privacy Officer: Lois Grassi.

Collecting Personal Information

All information collected is for the purpose of providing legal services to you and to the community. Generally, we will obtain personal information directly from you. This will include contact details and may include sensitive information such as professional or trade associations and health information. If we obtain information about you without your knowledge and the law requires your express consent to obtain it, then you will be contacted by us.

We may also collect information from you if you subscribe to any of our regular mail-outs, seminars or client functions.



Access

If access to your Privacy Information we may have concerning you is required, you may request to see what it is and if it is up to date. This will be subject to any exemptions allowed under the Privacy Act.

If we refuse to allow access to your Personal Information, you will be informed and given details of what exemptions under the Privacy Act prevent its acquisition. Please note, a request for access will most probably incur a reasonable fee in providing such a service.

Accuracy

All reasonable steps are taken to ensure that the Personal Information is accurate, complete and up to date. If any information we have is inaccurate, please contact us immediately and we will take all reasonable steps to correct it.

Security

All Personal Information is kept in a secure environment. Electronic security includes the use of fire walls and password access to designated personnel.