



This is the Privacy Policy of Billie-May Ewings Conveyancing Pty Ltd

BME Conveyancing understands and appreciates how important it is to safeguard your personal information. This privacy policy explains how your personal information will be treated when you deal with our firm.

What type of personal information do we collect?

BME Conveyancing collects personal information that is necessary to provide legal advice and representation for our clients. We also collect personal information for our human resources and marketing requirements. The type of personal information we collect will vary according to the nature of the matter for which we act on your behalf. Some examples of personal information that may be collected by us include names, address, contact details, photographs, financial details, insurance claim forms and medical reports.

We may also collect personal information about individuals who are not clients in the course of acting on our client's behalf.

How do we collect personal information?

Personal information we collect in relation to conveyancing matters is usually collected from our clients or our client's agents or other advisors. Personal information is also provided to us by other professionals in the course of conducting conveyancing matters.

Personal information used for marketing purposes is collected from forms filled out by individuals at our functions or sent to us by post or e-mail.

If you forward information to us either electronically or as a hard copy document, we will collect that information and use it for the purposes for which you have provided it to us.

When you visit our web site, our web site may store cookies which record details of your server address and your usage of our web site such as what pages you view and download from the web site. We use cookies only for internal management purposes and not to collect personal information. If you do not wish to use cookies, you can set your browser so that it will not accept them.

How your personal information will be managed?

BME Conveyancing will take reasonable commercial steps to ensure that all information we collect, use or disclose is accurate, complete, up-to-date and stored in a secure environment accessed only by authorised persons.

When using our website, you acknowledge that no data transmission over the internet is 100% secure. We strive to protect your personal information from misuse, loss and unauthorised access. However, you acknowledge that we cannot guarantee the security of any information you transmit to us over the internet or by email. Once we receive your transmission, we will take reasonable commercial steps to ensure its security.

We provide access to other websites by way of hyperlinks from our website. Those websites are not subject to BME Conveyancing's privacy policy. You should make your own enquiries as to the privacy standards for any linked website.

We will, where commercially practicable and permitted by law, destroy or permanently de-identify personal information that is no longer needed.

How your personal information will be used?

BME Conveyancing will use the personal information it collects to:

- provide legal advice to our clients;
- carry out administration related to those services;
- notify our clients and other contacts about relevant legal developments;
- fulfil all legal and regulatory requirements of BME Conveyancing.

Will my personal information be disclosed to a third party?

The personal information BME Conveyancing collects from clients is strictly confidential. The personal information that BME Conveyancing collects in the course of a matter and in advising clients will be used for the purposes for which it is collected. This may involve disclosure to other authorities or bodies.

Other than as described above, we will not disclose personal information without first obtaining consent to any third parties other than:

- any contractor BME Conveyancing arranges to provide mailing services;
- as we may be required to do by law.

BME Conveyancing will take reasonable steps to ensure that any personal information disclosed to a third party is protected by that party in accordance with the Privacy Act.

How you can access your personal information?

On request, you may have access to your personal information held by BME Conveyancing, except in circumstances where access may be denied under the Privacy Act or other law. Examples of these circumstances are: – where providing access will pose an unreasonable impact on the privacy of another individual; – where providing access would be unlawful, would pose a threat to the life or health of an individual, may prejudice an investigation of possible unlawful activity, may prejudice enforcement of laws; or – where denying access is authorised by law.

To make a request for your personal information, please contact our office. We will endeavour to respond to a request for personal information within 14 days.

If personal information is provided to you as the result of a request, you may be charged a fee for costs incurred in providing that information such as photocopying, administration and postage. If access is denied we will provide you with reasons for our decision.

How you can correct your personal information?

If you believe that the personal information we hold about you is inaccurate, incomplete or not up-to-date please let us know. Provided we agree with you, we will correct it. If we do not agree with you, we will place a statement of what you allege is correct where that information is kept and accessed.

Will this privacy policy change?

We reserve the right to change this privacy policy at any time by publishing the varied privacy policy on our web site. The varied policy terms will apply from the date they are posted on our web site. You accept that by doing this, BME Conveyancing has provided you with sufficient notice of the variation and agree you will be provided with no separate notification.