



POL019 Law Image Privacy Policy

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PRIVACY POLICY

Law Image Services Pty Ltd (trading as 'Law Image') is committed to protecting your privacy and ensuring that any personal information we handle is treated in accordance with the **Privacy Act 1988** and the **13 Australian Privacy Principles (APPs)**.

This privacy policy outlines how we collect, use, store, and disclose personal information. It applies to all personal information provided to or collected by Law Image, whether through our website, services, or other interactions with clients, employees, and stakeholders.

This policy may be updated periodically. We recommend reviewing it from time to time to stay informed about how we are protecting your privacy. This version is effective as of 20 November 2024.

What information do we collect?

We may collect the following information:

- Name and job title
- Contact information (including email address, phone number, and mailing address)
- Demographic information (e.g., postcode, preferences, and interests)
- Information relevant to surveys, offers, or service requests
- Other personal information necessary to provide our services

What do we do with the information?

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or mail.
- Provide the service requested, or meet the purpose for which the information was submitted.

How do we store and protect your information?

Law Image takes reasonable steps to ensure that your personal information is secure, protected from misuse, loss, unauthorised access, modification, or disclosure. We store personal information electronically and in hard copy, employing industry-standard security measures.

Disclosure of personal information

We do not share personal information with third parties except in the following circumstances:

- Where required by law
- When necessary to provide a service you have requested
- With your explicit consent

Your rights

You have the right to access the personal information we hold about you and request corrections if the information is inaccurate, out of date, or incomplete. To make such a request, please contact us.

POLICY UPDATES

This policy is subject to change. Any updates will be posted on our website or communicated directly where appropriate.