

Privacy policy

Oracle Law respects your privacy and is committed to protecting your personal information.

This Policy outlines the obligations which Oracle Law has in managing the personal information we hold about our clients, potential clients, contractors and others.

Oracle Law is bound by the National Privacy Principles ('NPPs') contained in the Privacy Act 1988 (Cth) ('Privacy Act').

In summary, 'personal information' is information or an opinion relating to an individual which can be used to identify that individual.

Why does Oracle Law collect personal information?

Oracle Law collects personal information in order to conduct our business, to provide and market our services and to meet our legal obligations.

About whom do we collect personal information?

The type of information we may collect and hold includes (but is not limited to) personal information about:

- clients, associates and potential clients,
- suppliers and their employees; and
- prospective employees, employees and contractors.

What kinds of personal information do we collect?

Oracle Law provides legal and related services, including providing information and advice to clients and parties related to their matters including courts and statutory authorities. The operation of our business frequently requires us to collect, use and/or disclose both personal and sensitive information about individuals.

In general, the type of personal information Oracle Law collects and holds includes (but is not limited to): names, birth dates, addresses, contact details, occupations, medical history and treatment, memberships and associations, financial and tax records, family situation, criminal records and other information which assist us in conducting our business, providing and marketing our services and meeting our legal obligations.

In most cases, if the personal information we request is not provided, we may not be able to supply the relevant service.

How do we collect personal information?

Personal Information you provide: Oracle Law will generally collect personal information by way of forms filled out by people, face-to-face meetings, interviews, business cards, telephone conversations and from third parties.

Personal Information provided by other people: In some circumstances Oracle Law may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another person.

Web site Collection

Oracle Law collects personal information from the web site www.oraclelaw.com.au through receiving subscription applications and emails. We also use third parties to analyse traffic at that web site, which may involve the use of cookies. Information collected through such analysis is anonymous.

How might we use and disclose your personal information?

Oracle Law may use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes which are related to the primary purpose and in other circumstances authorised by the Privacy Act.

In general, we use and disclose your personal information for the following purposes:

- to conduct our business
- to provide and market our services
- to communicate with you
- to purchase from you
- to comply with our legal obligations, and
- to help us manage and enhance our services.

To whom might we disclose your personal information?

We may disclose your personal information to:

- other companies or individuals who assist us in providing services or who perform functions on our behalf (such as mailing houses, specialist consultants and barristers)
- courts, tribunals and regulatory authorities, and
- anyone else to whom you authorise us to disclose it.

We also collect personal information from these organisations and individuals, and deal with that information in accordance with this Policy.

Sensitive information

Some personal information which we collect is 'sensitive information'. Sensitive information includes: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences and criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or where certain other limited circumstances apply (eg, where required by law).

Management of personal information

The NPPs require us to take reasonable steps to protect the security of personal information. Oracle Law personnel are required to respect the confidentiality of personal information and the privacy of individuals.

Oracle Law takes reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure, for example by use of physical security and restricted access to electronic records.

Where we no longer require your personal information for a permitted purpose under the NPPs, we will take reasonable steps to destroy it.

How do we keep personal information accurate and up-to-date?

Oracle Law endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. We encourage you to contact us in order to update any personal information we hold about you. Our contact details are set out below.

You have the ability to gain access to your personal information

Subject to the exceptions set out in the Privacy Act; you may gain access to the personal information which Oracle Law holds about you by contacting our Privacy Officer.

We will require you to verify your identity and to specify what information you require.

Updates to this Policy

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment.

Enquiries

If you have any questions about privacy-related issues please contact us on 1300 224 592.

Further information can be attained at the Office of the Federal Privacy Commissioner who can be contacted at privacy@privacy.gov.au or telephone 1300 363 992.