

## PRIVACY POLICY

### Introduction

LawCPD.com.au (**'the Website'**) is owned and operated by Law CPD Pty Ltd ACN 134 051 344 (**'LawCPD'**). LawCPD respects the privacy of all Website users and is committed to protecting it.

### Collection of Information

Information collected by LawCPD will continue to be subject to this Privacy Policy. LawCPD may collect personal information, including addresses, when you register to use the Website or communicate via email. LawCPD may also, at times, collect information regarding your use of the Website and survey information.

### Social Sign In

If you use one of our social sign in options (Google, Facebook or LinkedIn) to access or create your user account we will store, access and use your social user data so that you can access and use the Website. We will not share your social user data with any third party except where specifically required to provide you with secure access to the Website.

### Use of Information

The information collected is used for the following purposes:

- (a) for internal review and external audit by the legal profession regulatory bodies including, but not limited to, the Legal Practice Board of Western Australia, the Law Society of New South Wales, the Law Institute of Victoria and the Law Society of the Northern Territory.
- (b) to improve the content of the Website;
- (c) to customise the content and layout of the Website for an individual user; and
- (d) to contact users for marketing purposes.

### Cookies

In order to offer and provide optimum and personalised services, LawCPD uses cookies to store and sometimes track information about you.

Cookies are small pieces of data stored on the web browser on your computer. Accordingly LawCPD's web server may:

- (a) store one or more cookies in your browser;
- (b) request your browser to transmit this data back to the web server; or
- (c) request your browser to transmit a cookie that has been stored on your browser by another site within the same internet domain. For example, LawCPD's servers may retrieve a cookie set by our web server.

LawCPD's Website may store cookies on your web-browser in order to improve the services you receive on subsequent visits to this Website. By using cookies, LawCPD can track information about visitors' activities and the use of our Website so that we provide a more customised service. Most web browsers can be configured to notify a user when a cookie is received, allowing you to either accept or reject it. You may also inspect and remove the cookies stored by your web browser.

If you disable the use of cookies on your web browser or remove or reject specific cookies from LawCPD's Website, then you may not be able to gain access to all of the Services or other important content available on this Website.

### Access to Information

You can request access to the information LawCPD has collected from you if you have any concerns about the accuracy or extent of that information.

If your personal information is out of date or incorrect, you may inform LawCPD of this in writing and we will correct it for you. In the unlikely event that we disagree about the accuracy of the information and are unable to change it, you may provide us with a statement indicating that you dispute its accuracy and we will associate the statement with your information in such a manner that it will be brought to the attention of each person who subsequently uses the information.

### Communications

When you register to use the Website you will automatically receive communications from LawCPD. If you do not want to receive communications from LawCPD, you must click the UNSUBSCRIBE link on the Website or on the specific communications.

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### **Changes to Policy**

LawCPD reserves the right to modify all or some of this Privacy Policy at any time without notice.

If LawCPD changes the Privacy Policy, a notice will be posted on the Website so its users are aware of what information LawCPD collects, how LawCPD uses it, and under what circumstances, if any, LawCPD discloses it.

### **Complaints**

LawCPD will use information only in accordance with this privacy policy unless explicit authorisation has been received from the appropriate user(s) to do otherwise.

If you are not satisfied with how LawCPD handles your personal information, you can lodge a complaint in writing with the LawCPD Privacy Officer. Your complaint will be treated confidentially. LawCPD's Privacy Officer will contact you within 14 days to discuss your concerns and outline options regarding how they may be resolved. You may contact LawCPD's Privacy Officer to enquire about the progress, or any other aspect, of your complaint at any time.

If you are not happy with how LawCPD has resolved your complaint, you are entitled to lodge a complaint with the Federal Privacy Commissioner. However, under the Privacy Act, you can only lodge a complaint with the Commissioner if you have first lodged your complaint with LawCPD. Information about how to lodge a complaint with the Commissioner is available from the Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au) or by ringing the Commissioner's information line on 1300 363 992.

### **Deletion of Information**

You may request for your information to be deleted at any time by visiting the Website and following the prompts. Once your details are deleted, they will be stored in an archives database for 90 days in case LawCPD needs to retrieve the information for any reason. After 90 days, the details will be automatically deleted.

### **Questions**

If you have any questions about this Privacy Policy, the practices of this Website or would like further details about your records, please send an e-mail to [enquiries \(at\)lawcpd.com.au](mailto:enquiries@lawcpd.com.au).

### **Acceptance**

Your use of the Website indicates your acceptance of this Privacy Policy and the Website Terms and Conditions.

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