

PRIVACY POLICY



HLB Lawyers is committed to respecting and protecting your privacy. This policy explains how your personal information is collected, held, managed, used and shared.

We are committed to collecting only the information that is necessary for us to fulfill our objectives and perform our functions. We are also committed to keeping your information secure and to giving you the ability to access and correct your information where this may be needed, in accordance with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)*.

This policy applies to your use of our website (<https://www.hlb lawyers.com.au>) any services provided by us via our website, and any interaction you have with us irrespective of channel.

What personal information do we collect?

Personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.

We may collect and process the following personal information:

- **Personal information:** including full name, date of birth, residential and postal address, phone numbers (home and mobile), email address, gender (optional), identity documents and government-issued identifiers (passport, driver's license), photographs (within documents that you may provide to us), statutory declarations, financial information and academic transcripts.
- **Sensitive personal information:** including criminal records, health or medical information, whether you identify as of Aboriginal or Torres Strait Islander origin (optional), disciplinary or regulatory matters, opinions and information relating to integrity, conduct and reputation. This type of information is only collected where permitted by law.
- **Activity, technical and device information about your use of our website:** including the date and time of your visit, your activities on the website and whether you complete any transactions using the website.

What enables us to collect personal information?

We collect personal information under the *Legal Profession Uniform Law (WA)*, the *Legal Profession Uniform Law Application Act 2022 (WA)* and associated Regulations and Rules (**Uniform Law**). This enables the performance of our obligations and functions as a designated local regulatory authority under the Uniform Law.

How do we collect personal information?

We collect information about you in a variety of ways.

Information you provide to us directly including via our website, and via application forms, correspondence, telephone calls and regulatory notifications.

Information you provide us indirectly when using our services, including inbuilt technologies that are present in our systems and services when you engage with us, including but not limited to cookies and pixels on our website, email tags and other similar functionality.

You may disable website cookies via your web browser settings, noting that disabling cookies may limit the functionality of certain website features.

Third parties

In addition to collecting information about you that you provide us directly, we may also collect or receive information about you from third parties as part of our functions as a regulator and statutory authority.

How do we use your personal information?

We use personal information only where it is necessary for one or more of our obligations or for any other purpose you have consented to.

How long will we retain your information?

Personal information that is no longer needed is destroyed or de-identified in accordance with applicable retention schedules and legislation. Where information is de-identified, we take reasonable steps to prevent re-identification and unauthorised use.

How can you contact us?

Our Privacy Officer is responsible for administering the privacy function. If you have any questions or comments about this policy or our privacy practices, please contact our Privacy Officer as follows:

- Email: info@hlblawyers.com.au
- Post: 8 Morris Place Innaloo
- Phone: (08) 9244 8818

Changes to this Privacy Policy

We may update this policy as required to meet legislative or other requirements, so please check this policy regularly to ensure that you are aware of any changes.