



Foley's List – Privacy Policy

Foley's List Pty Ltd (ACN 064 152 218) (**Foley's List**) respects your privacy. We are bound by the Australian Privacy Principles in the *Privacy Act 1988* (Cth) (the **Privacy Act**). Where appropriate we will handle personal information relying on the related bodies corporate exemption and the employee exemption in the Privacy Act.

What personal information we collect and why

Foley's List collects the personal information it needs to provide services and information to you. If you do not provide certain information requested of you then we may not be able to process, or properly assess, or provide you with the services you require or information about our barristers.

Generally, if appropriate, we will tell you why we are collecting personal information when we collect it and how we plan to use it or these things will be obvious when we collect the information. The following are the main types of personal information collected by Foley's List and the main purposes for which they are collected.

- **As part of our general business operations**

If you brief a barrister on Foley's List we will usually collect personal information such as your business contact details, your employer and your practice area. Your personal information is collected to facilitate the provision of briefs, provide publications, and to invite you to events and seminars.

Foley's List also collects personal information about individuals who are, or are employed by, our suppliers (including service and content providers), contractors, dealers, related companies, agents and corporate customers.

If you apply for a job with us we may collect certain information from you, such as your name and contact details, information about your employment history and relevant record checks, from any recruitment consultant and from previous employers, educational institutions and others who may be able to provide information to assist us in determining your suitability for the role.

- **On our website**

You are not required to provide us with any personal information when visiting our website. We only collect personal information from this website when it is provided voluntarily by you – for example, when you complete a Barrister Availability request.

- **Where you have otherwise consented**

We may collect and use your personal information in circumstances other than those set out in this Privacy Policy where you have consented to such other collection or use.

How we use personal information

We generally use and disclose your personal information for the purposes for which it was collected and for related purposes that would be reasonably expected by you (or otherwise as required or authorised by law). For example, when you complete a Barrister Availability Request or send us a query, we will use your personal information for the purposes for which you provided it.

Disclosing personal information

For the purposes we have described, we may disclose your personal information:

- from time to time to our barristers, service providers, contractors, related companies and agents;
- to laws firms, professional associations and other members of the legal profession;
- to government agencies or individuals appointed by a government responsible for the investigation and resolution of disputes or complaints concerning your use of our services;
- to anyone to whom our assets or business (or any part of it) is transferred;
- where you have otherwise consented; or
- as otherwise required or authorised by law.

We do not store any personal information overseas. We take reasonable steps to ensure the persons and organisations to whom we disclose personal information are bound to protect the privacy of that personal information in accordance with the *Privacy Act 1988*.

Cookies and IP address tracking

The Foley's List website may use cookies for site administration purposes. If for any reason you wish not to take advantage of cookies, you may have your browser not accept them, although this may disable or render unusable some of the features of the Foley's List website.

The Foley's List website may also detect and use your IP address or domain name for internal traffic monitoring and capacity purposes or to otherwise administer the website. No personal information is obtained, rather the patterns of usage of visitors to the website may be tracked for the purposes of providing improved service and content based on aggregate or statistical review of user site traffic patterns.

Security

We implement a number of physical and electronic measures to protect your personal information. We remind you, however, that the Internet is not a secure environment and although all care is taken, we cannot guarantee the security of information you provide to us via electronic means.

Access, correction and complaints handling

You have a right to, and we will provide you with, access to most personal information that we have about you. We may deny your request in some circumstances. If we do this, we will tell you why.

When you request access, we may need to take measures to verify your identity. If you think that any personal information we hold about you is inaccurate, please contact our Privacy Officer (contact details below) and we will take reasonable steps to ensure that it is corrected.

If you wish to make a complaint about the way we have handled your personal information you may do so to our Privacy Officer. Our Privacy Officer will investigate the complaint and respond to you promptly. If you consider that we have failed to resolve the complaint satisfactorily you can complain to the Privacy Commissioner.

For all access and correction inquiries and complaints, please contact our Privacy Officer using the contact details provided below.

Further information

If you would like further information about our privacy policies or practices please contact our Privacy Officer below:

John Kelly

Foley's List

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Tel: (03) 9225 7654

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