



Privacy Policy

Hello there!

We are Checklist Legal and we fix contracts so our clever clients can have a bigger impact sooner.

This document is our **Privacy Policy**. In this policy:

- ◆ **Checklist Legal, we, and our** means Checklist Legal Pty Ltd ABN 32 643 121 279
- ◆ **Site** includes our website checklistlegal.com and our pages on other platforms including [Instagram](#), [SoundCloud](#), [LinkedIn](#), and [Podia](#).

For any questions or notices, contact our Privacy Officer at privacy@checklistlegal.com | Policy last updated: Dec 2022

We respect privacy and protect information

To us, this respect also means having a **clear, understandable** policy to help manage information.

Here's a lil' summary of some of the key parts of this policy.



Security

- We've got systems to manage info, but nothing is 100% secure



Your info

- You own your personal info. You can ask us to delete or remove it



Not for sale

- We don't sell info. We only share your info with others as set out in this policy



Process

- We don't give info to police or government unless we legally have to.



Changes

- If we update this policy, we'll let you know via email or our website

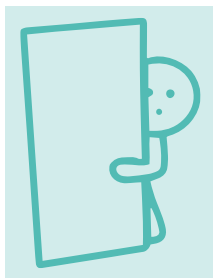
This Privacy Policy applies to you

You accept this Policy when you **access** our Site, **send** us information or **buy** products or services from us.

- ◆ After you accept our Privacy Policy, these terms apply to info about you that we hold or collect in future.
- ◆ If you *don't* accept this Privacy Policy, then you cannot use our Site or buy products or services from us.

Collecting and using your information

What kinds of personal information do we collect?



When we collect personal info, we do so in line with this Privacy Policy.

You don't have to give us your personal info, but if you don't, we might not be able to provide you our various services or you might not be able to access certain Site features.

Examples: We can't contact you if we don't have your contact details. We can't confirm which laws apply if we don't know where you operate. We can't deliver you legal services if we can't verify your identity.

Types of personal information

Depending on how we interact with you, we might collect some or all the following information:

Type		Collect	Sell
What kind of info & examples of this type of personal info?		Do we collect this info?	Do we sell this info?
	Contact Name, age, email address, date of birth, address, phone number, drivers' licence	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Social Gender, social media platform details, associated accounts like Google and info you give us through them, images of you; your preferences and opinions;	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Device Device type, IP address, browser type, operating system, location, and network information	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Actions Site interactions, browser session, geo-location data, search queries, search history	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Financial Purchase history, payment method (through our third-party payment processor), bank account details	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Content Contents of communications, stored documents & media	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Location Delivery address, electronic signature geo-tag location, publicly available check in location data on social media	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Sensitive information



Sensitive information is a kind of personal info, and it must be more strongly protected.

Sensitive info means info relating to your racial or ethnic origin, political opinions, religion, trade union or other professional associations or memberships, philosophical beliefs, sexual orientation or practices, criminal records, health information or biometric information.

◆ **We do not actively collect Sensitive Information.**

Why we collect, hold, use, and share

Depending on how we interact with you, we might collect and use your info for some or all the following purposes:



- ◆ To communicate with you, to market our services to you, to tell you important service updates, to verify identity
- ◆ To provide Site functionality
- ◆ To take payment and to give refunds,
- ◆ For internal record keeping, invoicing, and billing
- ◆ For analytics, market research and business development, including to operate and improve our Site
- ◆ For marketing, to send you promotional info about us and our products and services and information about third parties we think you might be interested in
- ◆ To comply with our legal obligations or to resolve disputes
- ◆ To consider your application to join our team

Other collection and using details

Getting and giving info from third parties

If we get personal info about you from a third party, we manage and protect it as set out in this policy.

- ◆ If you are a third party giving personal info to us about somebody else, you promise us you have that person's consent to give us their personal info.

Opting out: Changing your preferences

You can opt out of marketing communications at any time, just use the link in our emails or ask us to unsubscribe.

- ◆ If you buy services from us, we may need to send **service**-related communications, which you can't opt out of.

Correcting and accessing your information

You can ask us for details of personal info we hold about you.

- ◆ charge you a reasonable fee for preparing and providing you that info.
- ◆ If the info we hold about you is incomplete, irrelevant, or incorrect, please let us know so we can fix it.

Store

How do we store & secure info?



To help prevent unauthorised access or sharing, we have physical, electronic, and team management processes to help more securely store personal info & protect it from misuse, loss, unauthorised access, modification & disclosure.

- ◆ We can't guarantee the security of any info transmitted to or by us over the Internet.
- ◆ We take reasonable measures to safeguard against unauthorised sharing, we can't promise your info won't be disclosed in a way that is inconsistent with this Privacy Policy.

Sharing information

Who do we share your personal info with

Depending on how we interact with you, we might share your info with some or all of the following organisations:



- ◆ Our service providers, such as IT service providers, data storage, webhosting and server providers, debt collectors, maintenance or problem-solving providers, marketing providers, advisors and payment systems operators
- ◆ our employees, contractors, and related entities
- ◆ our existing or potential agents or business partners, sponsors, or promoters of any competition we run
- ◆ anyone we transfer our business or assets to
- ◆ credit reporting agencies, courts, or authorities if you do not pay for our goods or services
- ◆ Authorised law enforcement agencies who follow the legally required processes, or in connection with any actual or prospective legal proceedings, or to establish, exercise or defend our legal rights
- ◆ third parties, including agents or sub-contractors, who help us in providing information, products, services, or direct marketing to you. This may include parties located, or that store data, outside of Australia
- ◆ third parties to collect and process data, such as Google Analytics or other relevant businesses, including those that store data outside Australia.

Disclosure outside Australia

Some suppliers we use to provide you services are located outside Australia. We may disclose your personal info outside Australia.

- ◆ Overseas third parties might not be governed by the [Privacy Act](#) and might not comply with the [Australian Privacy Principles](#). So if those parties breach the [Privacy Principles](#), you aren't protected by the [Privacy Act](#).
- ◆ By giving us your personal info, you consent to us disclosing it outside Australia and acknowledge we aren't required to ensure overseas recipients manage your personal info in line with [AU Privacy Law](#).

Other details

Cookies: Do we use cookies?

Yes, we may use cookies on our Site from time to time. If you give us personal info, we may link this to the data stored in the cookie.

Cookies are small text files placed in your computer's browser to store your preferences.

- ◆ On their own, cookies do not tell us personal info however, they let others like [Google](#) and [Facebook](#), push our adverts to appear on your social media and online media as part of our marketing.

Web beacons: Do we use web beacons?

Yes, we may use web beacons on our Site from time to time.

Web beacons are small bits of code put in a web page or email to monitor behaviour of site visitors and email recipients.

- ◆ We may also use Google Analytics to collect and process data. For more details on how Google uses data when you use third party websites or apps, please search [Google's site](#).

Links to other websites

Our Sites have links to other websites & applications that we don't control. We cannot and do not protect personal info you share with those other websites. Check those other websites for details of their privacy policies.

Making changes to this Privacy Policy

We will change this Policy if we change the way we manage your personal info changes or privacy laws change.

- ◆ If we do, we put the updated policy on our Sites and, if possible, we also notify you via email.

Complaints and questions

Are we living up to our promise of a **clear** and **understandable policy**?



- ◆ Let us know if you have questions or concerns about how we use your personal info or the way we try to explain how we manage your info.
- ◆ We know we won't always get things perfect, so **we'd love your feedback** to improve.
- ◆ We investigate complaints promptly and respond in writing with details of our investigation and steps we will take to manage your complaint.

For more info on Australian privacy law, visit www.oaic.gov.au or contact OAIC via enquiries@oaic.gov.au.

Readability metrics

Here are basic readability metrics for this Policy.

	Prior version	This version
Pages	2	5
Words	1601	1570
Reading time (200 wpm)	8 mins	~8 mins
Words per sentence	16.8	15.1
Passive sentences	6.1%	4.5%
Readability grade level	10.3	9.5