



PRIVACY POLICY

This document is our **Privacy Policy**.

In this policy...

- ▶ **we & our** means **Checklist Legal (a.k.a Checklist Legal Pty Ltd ACN 643 121 279)**
- ▶ **Site** means checklistlegal.com and profile pages on social media platforms including [Instagram](#), [SoundCloud](#), [LinkedIn](#).

Checklist Legal is not bound to strictly comply with the [Australian Privacy Principles](#) or the [Privacy Act](#), but we think it is important to show you what info we collect, what we will and won't do with your personal info, as well as how we collect, store, and handle personal info.

We respect privacy & protect information people trust us with.

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

- ▶ You accept this Privacy Policy by accessing our Site, sending us information (such as a direct message or enquiry form), or buying products & services from us, or as set out in our Website Terms. You are responsible for the accuracy of information you decide to give us.
- ▶ Once you accept this Privacy Policy, the terms in this Privacy Policy apply to information about you that we hold or collect in the future.



Changes

When we update our privacy policy, we let you know



Personal Information

You own your personal info & can ask us to delete or remove your info



Not for sale

We do not sell info. We only disclose your info with others as set out in this policy



Security

We have systems & processes to store + manage info, but email, internet, + our Site are not 100% secure



Process

We do not give info to law enforcement or government unless they follow proper processes








For any questions or notices, please contact our Privacy Officer at privacy@checklistlegal.com | Policy last updated: Aug 2020

What kind 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 are operating from. We can't provide you legal services if we can't verify your identity.

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

Type of personal information		Collect	Sell	Store
What kind of info & examples of this type of personal info?		Do we collect this info?	Do we sell this info?	How do we store & secure this info?
 Contact	Name, age, email address, date of birth, address, phone number, passport, drivers' licence, ID card	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	To help prevent unauthorised access or disclosure, we develop physical, electronic & management processes to securely store personal info & protect it from misuse, loss, unauthorised access, modification & disclosure. We do not guarantee the security of any info transmitted to or by us over the Internet. Whilst we take measures to safeguard against unauthorised disclosures, we can't assure you the personal info we collect won't be disclosed in a way that is inconsistent with this Privacy Policy.
 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, device, and network information	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
 Actions	How you interact with our Site, browser session & geo-location data, search queries & browsing behaviour & search history, details of enquiries you make about our products or services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
 Financial	Purchase history, payment method (through our third-party payment processor), products purchased, bank account details	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
 Content	Contents of communications, stored documents & media, any sensitive information (as set out <i>below</i>)	<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"/> Never	

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 represent and warrant 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 by clicking on the link in our communications to unsubscribe.

- ▶ If you buy products or 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.

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

Use: Why do we collect, hold, use, and disclose your personal info?

- ▶ 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

Disclose: Who do we disclose your personal info to?

- ▶ Our service providers, such as IT service providers, data storage, web-hosting 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](#).

Sensitive info: How do we manage sensitive info?

Sensitive information is a kind of personal info. Sensitive info must be more strongly protected under the Australian Privacy Principles.

- ▶ **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.

If you consent, any of your sensitive info we hold is only used and disclosed for the [primary purpose](#) for which the sensitive info was collected or as required or authorised by law.

Cookies: Do we use cookies?

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

- ▶ **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.
- ▶ If you give us personal info, we may link this to the data stored in the cookie.

Web beacons: Do we use web beacons?

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

- ▶ **Web beacons** are small pieces of code placed 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.

Changes: Will we change this Privacy Policy?

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

- ▶ When 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 appreciate 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.