

# Privacy Policy

## Introduction

McAulay Hesford Lawyers Pty Ltd trading as Highlander Law (ABN: 69 648 615 703, ACN: 648 615 703) ("we," "our," or "us") respects your privacy and is committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information in compliance with the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

## Collection of Personal Information

### Types of Personal Information Collected

We may collect and hold personal information about you, including but not limited to:

- Names
- Contact details (phone numbers, email addresses, physical and postal addresses)
- Date of birth
- Gender
- Financial information
- Employment details
- Legal matters

### How Personal Information is Collected

We typically collect personal information directly from you through:

- Our website
- Telephone calls and emails
- In-person meetings
- Forms and documents you provide

In some instances, we may collect personal information from third parties, such as other parties involved in your legal matters, government agencies, or publicly available records.

### Use of Personal Information

We collect and use personal information for the following purposes:

- To provide legal services and advice
- To communicate with you
- To manage and administer our business
- To satisfy our legal obligations
- For marketing and promotional purposes

By providing us with your personal information, you give your consent for us to use that information for these purposes.

If the personal information we request is not provided, we may not be able to provide the relevant service.

## **Disclosure of Personal Information**

We may disclose your personal information to:

- Regulatory bodies and government agencies, as required by law
- Third parties involved in your matter, such as experts and barristers
- Service providers who assist us in operating our business
- Our related entities

We will not disclose your personal information to overseas recipients without your consent, except where required or authorised by law.

## **Security of Personal Information**

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification, and disclosure. This includes implementing physical, electronic, and managerial procedures to safeguard and secure the information we collect.

## **Access to and Correction of Personal Information**

You have the right to request access to your personal information and to request its correction if you believe it is inaccurate, out-of-date, incomplete, irrelevant, or misleading. To do so, please contact us using the details below.

## **Complaints**

If you have a complaint about how we handle your personal information, please contact us using the details below. We will investigate your complaint and respond within a reasonable period.

## **Contact Us**

If you have any questions, concerns, or requests regarding this Privacy Policy or your personal information, please contact:

### **Highlander Law**

Postal: PO Box 1181 Bowral, NSW 2576

Physical: Suite 7F, 295 Bong Bong Street, Bowral, NSW 2576

Phone: 02 4861 6600

Email: [connect@hlaw.au](mailto:connect@hlaw.au)

## **Changes to this Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. The updated Privacy Policy will be posted on our website, and we encourage you to review it regularly.