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This Privacy Policy governs how we collect and use your personal information, obtained through your use of the Website or your communications with us as a past, current or prospective client.

We take the protection of your personal information seriously.

Personal Information includes any information or opinion, whether true or false, about a person who is identified or whose identity can reasonably be established. Personal Information is not limited to information committed to a material form. Certain personal information is protected by our obligation of confidentiality and legal professional privilege in relevant circumstances.

Consent: By continuing to use the Website or by continuing to communicate with us, you hereby consent to our collection, use and disclosure of your Personal Information for the purposes specified in this Privacy Policy.

Collection: We solicit and collect personal information only where reasonably necessary to provide our services to you. We collect personal information when you contact us in person, by email or telephone, provide instructions on a matter or from third-parties whom we are dealing with on your behalf. Where we collect information that falls outside this reasonable necessity, we will endeavour to destroy or de-identify the information.

Use & Disclosure: Any personal information may be used or disclosed in the course of our regular operations and provision of legal services and advice. We may use your information to brief our associates, or instruct external parties such as barristers. We may also use this information for our internal purposes, such as accounting, administration, regulatory reporting or to send you our newsletters or marketing material. We may also be compelled to disclose information by operation of law.

Direct Marketing: Your personal information may be used by us to contact you with newsletters or any other commercial communication. If you do not wish to receive direct marketing communications from us, you may **opt-out** by contacting us at media@studiolegal.com.au. We will always give you an opportunity to opt-out or unsubscribe from marketing communications.

Security: We will endeavour to protect your Personal Information from interference, misuse, loss, unauthorised access, modification or disclosure. We will take all reasonable steps to ensure your Personal Information is protected while stored by us, and de-identified once no longer required.

Access and Corrections: You may request in writing that we provide you with items of your Personal Information. You do not need a reason for making such a request, however you may be charged for reasonable expenses that we incur in preparing and sending you a copy of your

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We will ensure that your Personal Information collected and stored is accurate, up-to-date and complete. If you believe the Personal Information collected or used by us or a third party is false or inaccurate, you have a right to have this information corrected. We will endeavour to correct this information within reasonable time, at no expense to you.

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