

PRIVACY POLICY

This Policy was last reviewed and updated on: 7 July 2026

Privacy Policy

1 Purpose of policy

This Privacy Policy applies to the collection, use, disclosure and handling of personal information by McCartney Young Lawyers Pty Limited (**MY Lawyers, we** or **us**), including personal information collected via our website, <https://www.my-lawyers.com.au> (**Website**).

MY Lawyers is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the *Privacy Act 1988* (Commonwealth) (**Act**) in relation to the 'designated services' that we provide as defined in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (**AML/CTF Act**). Pursuant to section 6E(1A) of the Act, we will only collect, use or disclose personal information in accordance with the Act and this Privacy Policy in so far as the personal information is related to the designated services.

The Privacy Policy (**Policy**) describes how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

Your use of the Website is also subject to the MY Lawyers Website Terms of Use.

2 Collection

MY Lawyers collect personal information from you in a number of different ways. We may collect personal information directly from you or in the course of our dealings with you, for example when you:

- provide personal information to us;
- instruct us to act on your behalf;
- apply for a position of employment with us;
- use our Website or services (including via cookies); and
- contact and correspond with us, for example to ask for information.

We may also, if you consent, collect personal information about you from publicly available sources of information, or in some cases, from third parties including recruitment agencies, previous employers, government departments (e.g. Revenue NSW, the Australian Transaction Reports and Analysis Centre (**AUSTRAC**)) and third party service providers which provide criminal, bankruptcy, and other checks and compliance data.

The personal information we collect about you may include (but may not be limited to) your name, date and place of birth, contact details, Internet Protocol (IP) address, occupation and education/work history, employer, legal and industry areas of interest, passport details, information relating to your dealings with MY Lawyers and our clients, information concerning what property you own and information concerning your relationship to other entities including your status as shareholder and/or officeholder.

Under certain circumstances, we may also collect sensitive information about you, including health information, criminal background checks, and other kinds of sensitive information.

If we collect your sensitive information, we will do so only with your consent, if it is necessary to prevent a serious and imminent threat to life or health, or as otherwise required or authorised by law, and we take appropriate measures to protect the security of this information.

The purposes for which we collect your information may include:

- verifying your identity;
- contacting you (including via electronic messaging such as SMS and email, by mail, by phone or in any other lawful manner);
- providing you with legal services or legal information;
- undertaking conflict searches for our own purposes and the purpose of determining if we can represent a client or potential client;
- acting for a client when it acquires a business with employees;
- acting for a client in litigation against an individual;
- acting for a client in a matter against an individual;
- developing and improving our services and obtaining feedback; and
- for compliance with our obligations under the AML/CTF Act.

You do not have to provide us with your personal information. However, If we are not able to collect personal information about you, we may not be able to provide you with products, services and assistance to the extent that they require us to collect, use or disclose personal information.

3 Use and disclosure

MY Lawyers may use or disclose your personal information for the purpose for which it was collected. We will also use and disclose your personal information for a secondary purpose that is related to a purpose for which we collected it, where you would reasonably expect us to use or disclose your personal information for that secondary purpose.

Other instances when we may use and disclose your personal information include:

- where you have expressly or impliedly consented to the use or disclosure;
- in confidence, to our advisers and insurers;
- in confidence, to third parties to improve our services and obtain feedback; and
- where the use or disclosure is authorised or required by or under an Australian law or court/tribunal order.

We may also disclose your personal information to third parties, including:

- our advisors and consultants;
- with third party service providers we use in conducting our business, subject to confidentiality provisions as we deem appropriate (including, without limitation, IT providers, barristers, insurance brokers, banks, external photocopying providers, document production, legal outsourcing providers, billing or data storage services, email filtering, virus scanning and other technology services providers, and archival services providers); and
- third-parties we are obliged to disclose to under legislation (for example, AUSTRAC).

Some of the third parties to whom we disclose your personal information may be located outside Australia.

For example, we may disclose your personal information to external national or overseas facilities in the course of conducting information and data processing, back up and scanning or for the purposes of obtaining other services from third parties.

4 Information about events, the Website and our services

We may contact you via email, SMS or other means in order to provide you with updated information about the Website, in relation to events or to provide you with other information about our services. If you do not wish to receive any such information, please contact us as set out below.

5 The information we keep about you

You have a right to request access to or correction of your personal information held by us. If you wish to access, correct or update any personal information we may hold about you, please contact us as set out below. However, we may charge for providing access to this

information and we may refuse access where the Act allows us to do so.

6 Notifiable Data Breaches Scheme

In the event of any loss, or unauthorised access or disclosure of your personal information that is likely to result in serious harm to you, MY Lawyers will investigate and notify you and the Australian Information Commissioner as soon as practicable, in accordance with the Act.

7 Complaints process

If you have any questions or concerns about our collection, use or disclosure of personal information, or if you believe that we have not complied with this Privacy Policy or the Act, please contact us as set out below. The Privacy Officer will investigate the complaint and determine whether a breach has occurred and what action, if any, to take. When contacting us, please provide as much detail as possible in relation to the query, issue or complaint.

We will take any privacy complaint seriously. We will aim to resolve any such complaint in a timely and efficient manner, and our target response time is 30 days. We request that you cooperate with us during this process and provide us with relevant information we may require.

We expect our procedures will deal fairly and promptly with your complaint. However, if you remain dissatisfied, you can also make a formal complaint with the Office of the Australian Information Commissioner (OAIC). Complaints must be made in writing.

- ☐ 1300 363 992
- ☐ Director of Compliance
Office of the Australian
Information Commissioner
GPO Box 5218
Sydney NSW 2001
- ☐ www.oaic.gov.au

8 Storage and security of your personal information

MY Lawyers will take reasonable steps to keep any personal information we hold about you secure. However, except to the extent liability cannot be excluded due to the operation of statute, MY Lawyers excludes all liability (including in negligence) for the consequences of any unauthorised access to your personal

information. Please notify us immediately if you become aware of any breach of security.

We may store your files in hard copy or electronically in our ordinary IT systems. These may include Australian-based cloud servers or the servers of third parties within Australia.

When we have disclosed your personal information to third parties, as described in **section 3** of this Privacy Policy, your files may be stored by or transferred to entities located outside of Australia. The storage or transfer of your personal information by these third parties will be subject to confidentiality provisions as we deem appropriate.

We implement a range of physical and electronic security measures to protect the personal information that we hold, including:

- key restricted access to our office outside of business hours;
- safe custody facilities and procedures;
- mandatory password protection on all computers;
- secure hard copy document, electronic storage media and hardware disposal procedures;
- firewall and antivirus/malware software; and
- systems and application access controls implemented to restrict access to information (on a need to know basis).

Staff receive bulletins on security issues published by reputable sources such as LawCover, to foster a security aware culture. We also have an Information Technology provider overseeing our security.

9 General provisions

9.1 Variations to this policy

The date of this Privacy Policy is set out below. We may change this Privacy Policy at our discretion. By continuing to use the Website, or otherwise continuing to deal with us, you accept this Privacy Policy as it applies from time to time.

9.2 Publication details

Date 7 July 2026

Please contact us if you require further details of the policy's publication history.

10 Contact us

If you have any queries or wish to make any comments on this Privacy Policy, please contact us on (02) 6683 5566 or at info@my-lawyers.com.au.