

PRIVACY POLICY

A. Roberts Beckwith Partners

1. Roberts Beckwith Partners (RBP, we, us, our) is a small law firm located on the Mornington Peninsula.
2. We provide legal advice in all areas of general law, including but not limited to Family Law, Commercial Law, Wills and Powers of Attorney, Estate Law, Property Law and Retirement Village Law.

B. Our Privacy Policy

3. RBP is subject to the Australian Privacy Act, including the Australian Privacy Principles (privacy legislation). We may vary this Privacy Policy from time to time in accordance with privacy legislation; however, the most recent version can always be accessed here on our website. You should ensure that you are familiar with our Privacy Policy at all times.
4. Protecting your confidential personal information is fundamental to our relationship with you and the proper management of your personal information is a priority. All information received by us in connection with your legal matter is subject to strict duties of confidentiality. We will not disclose that information except in accordance with our professional obligations, as authorised by you, or as contemplated by this Privacy Policy.
5. Our Privacy Policy does not affect our obligation of confidentiality to you, nor does it take away any legal professional privilege to which you are entitled as our client.
6. Our Privacy Policy outlines how we collect and what we collect in terms of your personal information, your consent to the collection, use, disclosure and transfer of that information, our requirement to conduct conflict checks, how we store and protect your personal information, and who you can contact at RBP if you have any questions or complaints.

C. How we collect personal information

1. We collect personal information directly from you and/or third parties such as banks, medical practitioners, accountants, and employers.
2. The collection of this personal information may be via correspondence, email, in person or by telephone.
3. If you do not give us the personal information that we may request from you, it may affect our ability to provide legal advice to you.

D. Types of information we collect and hold

1. In the course of providing legal advice to you, we may collect personal information from you including but not limited to your name, address, occupation, date of birth, contact telephone numbers and email address.
2. If any of your personal information changes, you must notify us as soon as possible.

E. Client consent

1. By providing information to us, you consent to the collection, use, disclosure and transfer of that information in accordance with this Privacy Policy.

F. Conflict check

1. Before providing you with legal advice, we may need to conduct a conflict check. This requires us to collect personal information about a third party from you including their name, address and date of birth. This personal information will not be used for any other reason without your consent.
2. You guarantee that the personal information you provide to us is current and accurate.

G. Information security

1. We take all reasonable steps to keep all personal information secure and to protect all information in our possession from misuse, loss, unauthorised access, modification or disclosure.
2. We take all reasonable steps to store your personal information securely in electronic form and paper files. We store your personal information in access-controlled premises and in electronic form requiring passwords. All employees at RBP with access to confidential information are subject to confidentiality obligations.
3. Our legal advice may be sent to you by email and/or by post. This correspondence and advice may include your personal information. Whilst we take all reasonable steps to ensure the security and protection of your personal information, we cannot guarantee secure internet transmission and we cannot guarantee secure post once your correspondence has left our possession.

H. Use and disclosure

1. We will not disclose any personal information about you, unless:
 - a. You consent for us to do so;
 - b. It is in course of discussing your legal matter on a confidential basis with the employees or agents of RBP, or other person as permitted by law, for the purposes of providing you with legal advice;
 - c. We are compelled to do so by law or in the public interest.
2. We will not sell any personal information collected by us from you.

I. Access, Contact and Concerns

1. If you wish to access the information that we hold about you, please contact us.

2. If you have any questions about this Privacy Policy or if you have any concerns as to how your personal information is collected, used, stored or disclosed by us, please contact us at:

The Principal
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