

## PRIVACY POLICY – HOGAN LOVELLS IN AUSTRALIA

Your privacy is important. We have developed this Privacy Policy to explain how we collect and protect any personal information and data we have collected about you. This privacy policy complies with the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth).

This privacy policy relates specifically to Hogan Lovells in Australia. Our other offices, branches and associated firms internationally have similar policies. Please refer to our [Global Privacy Policy](#).

We will occasionally amend this privacy policy. Any changes will be published on our website. We encourage you to periodically review this privacy policy.

### 1. THE COLLECTION OF PERSONAL INFORMATION

We collect information about you either directly from you or by other means. For example, we collect information about you when:

- you contact us with a question or inquiry;
- you subscribe to our newsletter or legal update services;
- you attend a seminar or event organised or provided by us;
- you instruct us on a matter;
- you attend a meeting or interview; and
- you visit our website.

We may also collect information about you from third party sources, such as other organisations who you have dealings with, government agencies, information or service providers, recruitment agencies or from publicly available records.

You should also be aware that our website uses cookies. Cookies gather information about the access people have to our website. For more information please view our [Cookies page](#).

By providing us with or access to your information and data or by using our website, you consent to the collection, use, disclosure and transfer of information as set out in this Privacy Policy.

### 2. HOW WE MIGHT USE YOUR INFORMATION

We use your information:

- to provide you with legal services or legal technology services or solutions;
- to provide you with relevant information or respond to your enquiries;

- for employment purposes;
- to send you invoices;
- to send you details of news services, legal updates, publications, and to invite you to seminars and events; and
- for statistic purposes and to monitor website usage to help us improve our website and our services.

We may disclose your information:

- to barristers, other legal specialists, consultants or experts engaged in your matter;
- to any person you have consented to;
- within Hogan Lovells (in any of the locations where the firm operates) for internal administrative, billing and other purposes, or for the purpose of providing legal services;
- to any consultants or subcontractors who assist us in running our business, including this website, or provide related services; and
- to any person we are required or authorised to disclose your information to by law.

Your information will not be kept for longer than is necessary or required by law.

### 3. **TYPES OF PERSONAL INFORMATION**

The type of information we collect includes:

- your name, job title, postal address, email address, telephone number;
- your expertise and interests, including membership to professional associations or boards;
- information specific to the legal advice being sought, enquiries made or subscriptions to publications;
- your attendance at a seminar or other event organised or provided by us; and
- financial information related to your business and you (e.g. financial information associated with a transaction or credit card information associated with payment for services).

### 4. **WE ARE COMMITTED TO PROTECTING YOUR PRIVACY**

Your privacy is important. We take reasonable physical, technical and organisational steps to protect your information from misuse, interference, loss and unauthorised access. For example, we use secure databases, firewalls, limit access to personal information and maintain our files in secure offices.

Information obtained over the internet is not completely secure and is provided at your own risk.

Our obligations of confidentiality are dealt with in our terms of engagement.

**5. YOU CAN ACCESS YOUR INFORMATION**

You may request a copy of most information we hold about you, to have any information corrected or to object to our use of your information. We may charge you a reasonable fee to cover any costs for providing the information to you. If we cannot grant you access to your information, we will tell you why.

**6. CONTACT US**

If you have a concern, prefer not to receive promotional material, would like to update your information or would like to make a complaint about our handling of your information, please contact our Privacy Officer by:

Post: The Privacy Officer  
Hogan Lovells  
PO Box 8050  
Perth BC WA 6849

OR

Email: [privacy.australia@hoganlovells.com](mailto:privacy.australia@hoganlovells.com)

We will respond to any complaints or concerns in a timely manner. If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner at [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or on 1300 363 992.