

**Collection Notice and Privacy Policy**

<b>Date of effect</b>	12 March 2016	<b>Approver</b>	Michael Pagsanjan
<b>Procedure Number</b>	4	<b>Version Date</b>	6 May 2021

**COLLECTION NOTICE**

MPS Law (we, us) has collected personal information on this form, including your name, email address, role and where applicable, organisation.

The purpose for collecting your personal information is to promote MPS Law, including:

- sending you email updates on, or information about, services provided by MPS Law;
- sending you email communications about news and developments that may of interest to you;
- to grant you access to results from online quizzes or access to MPS Law's premium resources that are available on the MPS Law website, where applicable.

By signing up to access resource from our website or subscribing to receive our updates, you are consenting for us to use your personal information for one or more of these purposes.

More detailed information about the way MPS Law uses and discloses your personal information is set out in our comprehensive privacy policy ([available below](#)). Our privacy policy includes information about how you may access your personal information or seek correction of your personal information. Our privacy policy also includes information about how you may make a complaint about how your personal information has been handled.

If you no longer want to receive any communications from us, or have any questions about how we deal with your personal information, or want to request access to your information, please contact [info@mpslaw.com.au](mailto:info@mpslaw.com.au)

## Privacy Policy

1. When providing legal, mediation and advisory services, MPS Law (we, us) may collect and handle information that is personal, including sensitive information. MPS Law is committed to properly managing personal information in accordance with the *Privacy Act 1988* (Cth) and the *Australian Privacy Principles (APP)*. This commitment applies in addition to the duty of confidentiality that applies to us as legal practitioners. MPS Law also complies with the *Spam Act 2003* (Cth).
2. When you access resources from our website, subscribe to receive communications, enquire about our services, or when you become a client of MPS Law, a record is made that includes your personal information. The type of personal that we collect will vary depending on the circumstances of collection and the kind of service that you request from us, but will typically include your name, email address and other contact details, information about your employer or organisation you represent, your professional details and any additional information that you provide to us or authorise us to collect as part of your interaction with MPS Law.
3. We generally collected personal information directly from you when you access information or resources from our website or when we interact with you. From time to time, we may collect personal information about you from other sources, such as the organisation you work for or are a member of.
4. The purposes for which MPS Law usually collects and uses personal information depends on the nature of your interaction with us, but may include: responding to requests for information; managing, planning and advertising services or resources; informing you of our activities; conducting evaluations of our services; other purposes as set out in the [Collection Notice](#). If we send direct marketing communications to you, you can opt out at any time by contacting us using the contact details below.
5. MPS Law will take all necessary steps to protect personal information and will not share the information unless:
  - a. it is required by law,
  - b. is publicly available,
  - c. the person to whom the personal information relates has given their consent for the information to be shared, or,
  - d. disclosure of personal information is for a secondary purpose where that secondary purpose is directly related to the primary purpose of collection.
6. You are entitled to access your personal information held by MPS Law on request. To request access to or seek correction of your personal information or if you have any questions or concerns about this privacy policy or about the way in which your personal information has been handled, please contact [info@mpslaw.com.au](mailto:info@mpslaw.com.au).