

MARALAN PTY LTD
A.C.N. 007 020 331

PRIVACY POLICY

Maralan Pty Ltd. (and entities controlled by it) is committed to protecting the privacy and confidentiality of information it collects from clients, service providers and contractors. In acting for clients, the company adheres to its fiduciary duties in all actions taken on clients' behalf. Maralan Pty Ltd. commits to protecting the privacy of personal information regarding individual clients, service providers, contractors and agents.

Collection

In most circumstances we collect information directly from you. This may be through correspondence, email, in person and by telephone. Indicative information we may collect includes your names, contact details, and any fact or opinion you provide that is related to the matter you are seeking advice or assistance on.

In relation to individuals acting as service providers, contractors or agents of the company, we collect your name, contact details and relevant information concerning your dealings with us.

Purpose of Collection

In relation to clients, this information is collected to provide you with consulting services, advice and assistance. In the provision of such services, we may provide information to agents to take actions or make enquiries in relation to the conduct of your matter. For example, at your instruction, expert advice sought. We may also access your information to send you information about the company's activities or developments that we believe will be of interest to you.

In relation to individuals acting as service providers, contractors or agents, we may use your information to access or use services provided by you or an organisation that you work for.

Use and Disclosure of information

We use and disclose your information for the primary purpose for which you have provided the information. In addition to the use and disclosure of information outlined above and under 'Purpose of Collection', we also use and disclose information for purposes ancillary and consequential to the primary purpose of collection such as invoicing, related correspondence and accurate file management. To this end the company may use the services of agents, service providers or contractors. All such third parties must comply with fiduciary and confidentiality duties and the Privacy Act in their handling and management of information.

At your instruction or according to the requirements of law, we may disclose your information to organisations such as regulatory authorities, government departments, courts or other parties or advisers.

Security of Information

The information you provide us is stored on computer and paper based files as appropriate. The secure storage and use of information is of paramount importance to us so that all reasonable steps are taken to protect the information from misuse or loss, or unauthorised access, modification or disclosure by means such as password and network protection, and secure storage of paper based and other records.

In addition, all staff with access to your personal information are bound by duties of confidentiality.

Access of Personal Information

We take all reasonable steps to ensure that the information we collect is accurate, complete and up to date at the time of collection. If your circumstances change or you have reason to believe our records are not accurate, complete or up to date, please contact us immediately and we will take all reasonable steps to amend the information in accordance with the above criteria or an alternative may be discussed with you.

Access

You may request access to personal information that we hold on you. However, our discretion, duties and obligations under law may restrict your access. Given this, all reasonable actions will be taken to assist access or to address any reasons you have to seek access. If access is denied, we will provide you with reasons in accordance with law.

If access is provided, a reasonable fee may be charged for time and other costs incurred in providing access.

Contacting us

If you have any queries concerning any aspect of this policy or our practices, or a concern or complaint, please contact our Privacy Officer :

Privacy Officer
C/- Mr. S.J. Hastings
Maralan Pty Ltd
Level 50
101 Collins Street
Melbourne Vic. 3000
Ph 03 96539206
Fx 03 86602334
sjh@maralan.com

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