

Website Terms of Use

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The Richards & Evans Website is owned and operated by T.S Evans & L.E Richards trades as Richards & Evans Commercial Lawyers ABN 34 956 817 478 (**Richards & Evans**).

Use of this Richards & Evans Website is subject to the following terms and conditions (**Website Terms**).

By using the Richards & Evans Website, you accept and agree to be bound by the Website Terms.

You should read these Website Terms, and if you have any questions, comments, or concerns please contact us www.recl.com.au/contact

In these Website Terms, the expressions "we", "us", "our" are a reference to Richards & Evans.

Not Legal Advice

The content contained on the Richards & Evans Website is general in nature and current when published. The content on the Richards & Evans Website is not legal advice, nor is it tailored for individual circumstances.

If you require legal advice or would like to enquire about obtaining legal advice please contact us at www.recl.com.au/contact

Amendments

Richards & Evans may amend, remove or vary these Website Terms from time to time, without notice to you. Amendments will be effective immediately upon posting on the Richards & Evans Website. Your continued use of the Richards & Evans Website will represent an agreement by you to be bound by the Website Terms as amended. You should review these Website Terms to keep yourself updated of any amendments.

Cyber Security

Richards & Evans applies a range of security controls to protect the Richards & Evans Website from unauthorised access, however cannot guarantee against unauthorised access.

Richards & Evans accepts no liability for any interference with or damage to your computer system, software or data occurring in connection with or relating to the Richards & Evans Website or its use.

Cookies

This Website uses 'cookies'. A cookie is a small piece of data that a Website asks your browser to store on your computer or mobile device. Cookies allow us to enhance the user experience of this Website, by "remembering" a visitor's actions or preferences on this Website over time. Cookies do not access information stored on any visitor's device or any of their personal information but they do allow collection of information which may be identifiable. You can change your cookie preferences for our Website by changing your browser settings. Please note that most browsers automatically accept cookies. Therefore, if you do not wish cookies to be used, you may need to actively delete or block the cookies, and in doing so, you will still be able to visit our Website but some of the functions may not work correctly. By using our Website without deleting or rejecting some or all of the cookies, you agree that we can place those cookies that you have not deleted or rejected on your device.

Privacy

Richards & Evans collects personal information from you when using the Richards & Evans Website. Richards & Evans is committed to protecting your personal information. For more information on how we collect and use your personal information, see our Privacy Policy below.

Intellectual Property and Other Legal Rights

All intellectual property rights and content on the Richards & Evans Website, including copyright, is owned and remains the property of Richards & Evans or its licensors and is protected by Australian law.

Your use of the Richards & Evans Website grants no rights to you in Richards & Evans' or its licensors' intellectual property or any other rights relating to the content of the Richards & Evans Website.

If you are unsure about the use of any content on the Richards & Evans Website, or you want to use anything on the Richards & Evans Website for any purpose other than for personal use, you must contact us and obtain our written consent.

Limitation on Liability

To the extent permitted by law, Richards & Evans disclaims all liability in connection with any loss or damage, arising out of or in connection with use of access of the Richards & Evans Website and you accept Richards & Evans will not be liable or responsible for any loss or damage suffered by you.

General

This Website is owned and controlled by Richards & Evans in Adelaide, South Australia. These Website Terms will be governed by the laws of South Australia in the South Australian State Courts, and where applicable Commonwealth laws in the Federal Court of Australia (Adelaide and Victorian Registry). By using this Website you submit to the jurisdiction of those courts.

If any part of these Website Terms is unenforceable, it will be severed without affecting the validity and enforceability of any other part of these Website Terms.

Privacy Policy Statement

Richards & Evans Commercial Lawyers is committed to protecting your privacy and personal information.

This Privacy Policy explains what personal information is held by us and how we manage that personal information.

We value your privacy and compliance with Australian Privacy Principles that are contained in the *Privacy Act 1988*.

Who we are?

T.S Evans & L.E Richards trades as Richards & Evans Commercial Lawyers ABN 34 956 817 478 (**Richards & Evans**). Richards & Evans is a law firm that provides legal services.

In this Privacy Policy, the expressions "we", "us" and "our" are a reference to Richards & Evans.

What is personal information?

"Personal Information" is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether reordered in material form or not.

What personal information do we collect and how do we collect that information?

The type of personal information we may collect from you will depend on your dealings with us.

We may collect personal information from you directly by a variety of means including:

- information that you provide us when making enquiries and instructing us to provide you with legal advice, such as your name, phone number, email address, billing address, postal address, position.
- information you provide to us by way of enquiry, feedback, reviews and complaints;
- information you provide to us when making an appointment and visit our office, including information you provide to us for *Covid-19* contact tracing purposes;
- payment information, including invoicing details and payment history;
- compliance information such as identification data;
- information provided by way of application or for registering your interest for employment; and
- information you may provide us with during your business dealings with us.

We may also collect personal information from you indirectly by the following means:

- information collected from you when you interact with our website and social media accounts, including your IP address, location, web browser settings and type and user profile;
- generally, we collect personal information directly from you, but if that is not practical, we may collect personal information from third parties, including from public available resources; and
- cookies that collect information automatically through visits to our website, see Website Terms of Use for more information.

Richards & Evans will not ask for sensitive personal information from you, for example details of your ethnicity, sexual preferences, religious beliefs, prior convictions or health, unless it is relevant and required to provide you with legal advice.

Why do we collect personal information?

We collect and use your personal information to provide our legal services and conduct our business (**Permitted Purpose**).

From time to time, we may use your personal information to email you marketing and promotional material to communicate new services we are providing or to update you of firm and legal developments.

If you do not wish to receive these communications, you can 'opt out' from receiving any further marketing or promotional material from us, by way of the unsubscribe facility or by contacting us.

Will we give your personal information to anyone else?

We only use the personal information you provide to us for the Permitted Purpose. We do not sell or trade personal information. We take client confidentiality very seriously.

We will only disclose personal information about you when it is necessary and appropriate for the Permitted Purpose, subject always to our professional obligations as legal practitioners.

We may disclose your personal information in the following circumstances:

- to our third party contractors and service providers who help our business operate, including data storage, IT and software, marketing agencies, recruiting agencies, website and social media managers. When doing so we require these organisations to comply with this Privacy Policy and, in certain situations we require a confidential undertaking to protect your personal information.
- with regulators, government bodies, credit agency, fraud or crime prevention providers as required by law;

We will not give your Personal Information to any other third parties without your prior consent, except for when it is reasonably necessary for a legal purposes or dispute resolution processes or required by law, or to protect our rights, safety or property.

We do not anticipate that your personal information is likely to be disclosed to overseas recipients, but sometimes our third party contractors or suppliers may store data in overseas locations.

How do we hold your personal information and keep it secure?

We keep your personal information stored in both electronic form using our IT systems or the IT systems of third parties required to provide you with our services, and in paper form when it is provided to us or prepared by us in hard copy.

We take reasonable and appropriate steps to protect and safeguard your personal information. The electronic and procedural safeguards we have in place to manage security risks associated with your personal information include IT systems that are password protected, the use of antivirus software and protection and secure premises.

All our employees are required, by law, to treat personal information held as confidential. We will also only allow those who have authorised access to your personal information to treat personal information as confidential unless it is otherwise in the public domain.

How can you access and correct your personal information held by us?

You have the right to request access to any personal information we hold about you. You also have the right to request correction to any of the personal information we hold about you.

If you would like details of the personal information that we hold about you in order to update it, correct it or for any other reason please write to or call our Privacy Officer whose contact detail are set out below.

Lucy Richards
Privacy Officer, Richards & Evans
Suite 2, 23 Greenhill Road Wayville 5034, South Australia
e admin@recl.com.au
p 08 8490 0768

The process for access and correction of your personal information may also be available to you under the *Freedom of Information Act 1982*.

How can you contact us with any questions or make a complaint?

If you have any questions, comments or concerns about our Privacy Policy and how we deal with your personal information or would like to make a complaint, please contact our Privacy Officer.

The Privacy Officer will treat any request or complaint respectfully and confidentiality. We are committed to working with you to resolve any concerns or complaints in a effective and timely manner.

If you are not satisfied with the outcome or the way in which we have handled your request or complaint, you may be able to make a complaint to the Office of Australian Information Commissioner (**OAIC**) who is an impartial third party. OAIC details and information about making a of complaint can be found at the website below.

<https://www.oaic.gov.au/privacy/privacy-complaints>

Changes To Our Privacy Policy

We do not expect to make changes to our Privacy Policy regularly, however we reserve the right to do so at any time to reflect changes in the way we collect and manage your personal information and to accommodate for any changes required at law. Changes to our Privacy Policy will take effect when they are published on our website.

Our Privacy Policy was last updated on 30 June 2021.