

# **PRIVACY POLICY**

SA Wide Conveyancing are committed to protecting the privacy of our clients. We strive to ensure your personal information will be kept safe and used only for its intended purposes.

## **Personal and Confidential Information**

We will only collect, use, disclose and hold personal information in accordance with the Privacy Act 1988 and we will comply with the privacy provisions of other applicable legislation. SA Wide Conveyancing will only release or disclose personal information in accordance with the Privacy Act or when required to release information by law. We will not otherwise provide your personal information to a third party without your approval.

SA Wide Conveyancing may use your personal information to answer a query, to comply with our professional and legal obligations (including, but not limited to Counsel, Strata/Community Corporation Managers, Courts, Tribunals, data storage providers and debt collectors)

## Website

Our website www.sawideconveyancing.com.au does not collect any personal information except the information provided by you on our Get a Quote page. We do not store your personal information on our website. SA Wide Conveyancing

## **Storage and Security**

We take reasonable care and steps to protect collected personal information from misuse, loss or unauthorised disclosure in secure office premises and electronic databases.

When we are no longer required to hold personal information, we take reasonable care to ensure it is properly destroyed.

## Access and Correction of Personal Information

We will take reasonable steps to ensure that information collected is correct. Please contact us if you wish to update your personal information or check the accuracy of the information held. Enquiries should be made in writing to SA Wide Conveyancing, Shop 5, 146-148 Marion Road West Richmond SA 5033.

#### **Privacy Complaints**

For further information regarding our Privacy Policy or to make a privacy complaint, please contact our office in writing at;

SA Wide Conveyancing Shop 5, 146-148 Marion Road West Richmond SA 5033 Email: team@sawideconveyancing.com.au

#### **Changes to our Privacy Policy**

We reserve the right to make changes to this Privacy Policy from time to time and without notice.