

PRIVACY POLICY

Sedsman Legal Pty Ltd trading as Sedsman Legal (“we”, “us” or “our”) is committed to protecting your privacy and maintaining the confidentiality and security of your personal information.

This Privacy Policy explains how we collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**).

By engaging our services, using our website or otherwise providing us with your personal information, you agree to the collection, use and disclosure of your information in accordance with this Privacy Policy.

1. What personal information do we collect?

The personal information we collect will depend on the nature of your dealings with us. Personal information we may collect includes:

- your name, date of birth and contact details (including residential and postal addresses, telephone number and email address);
- identification information and documents required to verify your identity;
- information relating to your legal matter;
- your tax file number;
- information required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) and AML/CTF Rules, including source of wealth and source of funds, nature and purpose of the business relationship or transaction and whether you, a beneficial owner or any person acting on your behalf is a politically exposed person or a person designated for targeted financial sanctions;
- financial information, including bank account details where required for transactions or payments;
- information provided to us by you, your representatives, other parties or third parties relevant to your matter;
- records of communications with you, including emails, letters and telephone conversations;
- information provided when you make an enquiry through our website; and
- employment information where you apply for a position with us.

The information cited above are examples only. We may collect other personal information from you from time to time.

In some circumstances, we may collect and hold sensitive information where it is necessary for us to provide legal services or where required or authorised by law.

Sensitive information may include health information, criminal history information or other information relevant to your legal matter.

If you do not provide us with information we reasonably request, we may be unable to provide legal services to you or adequately progress your matter.

2. How do we collect personal information?

Where practical, we collect personal information directly from you.

We may collect personal information:

- when you contact us or engage us to act on your behalf;
 - through documents, correspondence and communications provided to us;
 - during meetings, telephone calls or electronic communications;
 - when you use our website or complete online forms;
- from third parties such as courts, government agencies, opposing parties, experts, accountants, financial institutions or other professional advisers; and
- from publicly available sources where appropriate.

3. Why do we collect, hold and use personal information?

We collect, hold and use personal information to:

- provide legal advice and legal services;
- identify and verify clients and other individuals where required, including through electronic identity verification services;
- comply with our legal, regulatory and professional obligations, including obligations under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) and associated legislation, which may require us to undertake client due diligence, verify identities, assess the nature and purpose of our engagement, and undertake ongoing monitoring of certain matters where required by law;
- prepare documents and conduct legal transactions;
- maintain our client records;
- process payments and manage our accounts;
- respond to enquiries and complaints;
- improve our services and website; and
- undertake other activities reasonably necessary to operate our legal practice.

We may also use your contact details to provide information about legal developments or services offered by us. You may opt out of receiving marketing communications at any time.

4. Disclosure of personal information

We do not sell or trade your personal information.

Our services are subject to obligations of confidentiality and legal professional privilege, as explained below. However, we may disclose your personal information where necessary to:

- barristers, expert witnesses and other professional advisers;
- courts, tribunals and government authorities;
- other clients involved in the same matter if you have engaged us together with one or more others;
- opposing parties or their legal representatives where required in the conduct of your matter;
- financial institutions or settlement service providers;
- technology, document management, cloud storage, IT support and other service providers assisting us to operate our practice;
- our accountants, insurers, professional advisers and others where necessary to establish or protect our legal rights, property, or safety, or the rights, property, or safety of others, or to defend against legal claims; and
- any other person where you have authorised the disclosure or where disclosure is required or permitted by law including but not limited to government agencies, regulatory bodies, law enforcement agencies and courts.

All third parties engaged by us are expected to maintain the confidentiality and security of any personal information they receive.

5. Overseas disclosure of personal information

We use data storage providers located inside Australia and have agreements with them to keep all information they store secure, using reasonable and appropriate security methods.

In the future, some of our service providers, including technology or cloud-based service providers, may store or process personal information outside Australia.

Where we knowingly disclose personal information overseas, we will take reasonable steps to ensure that the recipient handles your information in a manner consistent with Australian privacy laws, unless an exception under the Privacy Act applies.

6. Security and storage of personal information

We take reasonable steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure.

Our security measures may include:

- secure physical storage of paper records at our premises, currently at Level 1, 366 King William Street Adelaide SA 5000, and off-site storage facility/ies, currently at Cavan SA 5094, Hindmarsh SA 5007, Beverley SA 5009 and Woodville SA 5012;
- password protection and access controls;
- secure electronic document management systems;
- data backup procedures;
- cyber security measures and software protections; and
- confidentiality obligations imposed on our employees and contractors.

We retain personal information only for as long as necessary to provide our services, comply with legal obligations or resolve disputes. Where information is no longer required, we take reasonable steps to securely destroy or de-identify it.

7. Confidentiality and legal professional privilege

In addition to our obligations under privacy laws, we are bound by professional duties of confidentiality and, where applicable, legal professional privilege.

Information provided to us in the course of obtaining legal advice or legal services may be protected by legal professional privilege. We take reasonable steps to preserve the confidentiality and privilege attaching to our communications and documents, and we will only disclose such information where authorised by you, required or permitted by law, or otherwise in accordance with our professional obligations.

8. Website information and cookies

When you visit our website, we may collect information such as your IP address, browser type, pages visited and the time and date of your visit.

Our website may use cookies and similar technologies to improve your browsing experience and assist us in understanding how visitors use our website.

You may adjust your browser settings to refuse cookies; however, this may affect the functionality of some parts of our website.

Our website may contain links to third-party websites. We are not responsible for the privacy practices of those websites and encourage you to review their privacy policies.

9. Access to and correction of your personal information

You may request access to personal information we hold about you and request that we correct inaccurate, incomplete or outdated information.

Requests for access or correction should be made in writing to our Privacy Officer using the contact details below.

In some circumstances, we may refuse access where permitted by law. If we refuse access, we will provide reasons for our decision where required.

10. Privacy complaints

If you have a complaint about how we have handled your personal information, please contact our Privacy Officer in writing. We will acknowledge your complaint and endeavour to investigate and respond within a reasonable period.

If you are not satisfied with our response, you may make a complaint to the Office of the Australian Information Commissioner (**OAIC**).

11. Contact us

Privacy Officer
Sedsman Legal
Level 1, 366 King William Street
ADELAIDE SA 5000

admin@sedsmanlegal.com.au

(08) 8231 0256

12. Changes to this Privacy Policy

We review our policies on privacy and records management on a periodic basis. We may update this Privacy Policy from time to time to reflect changes to our practices, legal obligations or technology.

The Privacy Policy will be published on our website.

This version of the Privacy Policy is dated 26 June 2026.