
Privacy Policy

Introduction The Legal Services Board is committed to the protection of the community's information privacy through compliance with the *Information Privacy Act 2000*. The policy is accessible on the Board's website.

Policy This policy sets the framework for information privacy and outlines the structures for managing privacy within the Board. The Board will ensure the:

- responsible collection and handling of personal information;
- provision of information to individuals with rights of access to information about them held by the Board, including information held by contracted service providers; and
- provision to individuals of the right to require the Board to correct information about them held by the Board, including information held by contracted service providers.

Policy management / implementation **Privacy Policy Application to the Legal Services Board website**

You can access the Legal Services Board home page and browse our website without disclosing your identity or your personal information to us. Our site does not collect or record personal information, other than information you voluntarily choose to supply.

We do not use cookies on our site. A cookie is a block of data that is shared between a web server and a user's browser that gives the server information about the user's identity.

Our web server automatically records click stream data and to the extent that this data could make you identifiable we will not identify individuals from these records. Click stream data is non-personal information automatically generated by the web server and includes details such as your server address, domain name, operating system, the date, time and pages visited.

We use secure transmission facilities when appropriate. There are risks associated with transmitting information across the Internet and if you are concerned about sensitive material you should contact the Legal Practice Board via telephone or mail.

The Legal Services Board's website privacy statement does not apply to linked websites. Any other information that you supply to the Legal Services Board, for example an email, is treated in accordance with our Privacy Policy, Use of Personal Information.

Privacy Policy Use of Personal Information

Privacy Policy Statement

The Legal Services Board is committed to the protection of the community's information privacy through compliance with the *Information Privacy Act 2000*.

Collection

The Legal Services Board only collects information that is necessary for it to fulfil its statutory functions and responsibilities under the *Legal Profession Act 2004*.

The kind of information that we collect depends on the function we are fulfilling. The Legal Services Board will collect the following kinds of personal information:-

- Name, address, contact information, date of birth – required for inclusion in the Register of legal practitioners and law practices;
- Bank account details associated with practitioner's Trust Account and Statutory Deposit Accounts;
- Personal bank records and information about dealings with practitioners for those persons making a claim on the Fidelity Fund.

Use and disclosure

The Legal Services Board will only use personal information for the purpose for which it was given. The Legal Services Board may disclose personal information for the purposes for which it was collected to other organisations where it is authorised to do so by law.

The Legal Services Board may disclose personal information other than for the purpose for which it was given only where we are obliged or authorised to do so by law.

Storage and Information security

The Legal Services Board takes reasonable steps to protect all information it holds from misuse, loss, unauthorised access, modification or disclosure. We have a number of procedural, software and hardware safeguards in place. Information is stored in access-controlled premises or in electronic databases that require a login and password.

Access and correction

You can request access at any time to personal information that we hold about you. All requests should be addressed to the Privacy Coordinator, Legal Services Board, GPO Box 4937 VV, Melbourne VIC 3001. The Legal Services Board may refuse to provide access to information held in cases where the Information Privacy Principles allow us to do so. If access is refused the Legal Services Board will provide you with reasons for the refusal.

Complaints Regarding Breach of Privacy

If you wish to make a complaint against the Legal Services Board for a breach of privacy under the Information Privacy Act you should first contact the Privacy Coordinator at the Legal Services Board on 9679 8000, or visit our offices at Level 10, 330 Collins Street, Melbourne.

If you feel your privacy concerns have not been addressed you can make a complaint by contacting the Office of the Victorian Privacy Commissioner, at GPO Box 5057, Melbourne, Victoria, 3001 or by telephone on 1300 666 444 or by visiting their website at www.privacy.vic.gov.au.

Criminal Justice Enhancement Program

The Legal Services Board is a partner organisation in the Criminal Justice Enhancement Program (CJEP). For the purposes of CJEP, the Board abides by the CJEP Policy and Guidelines for Management of Personal Information. This policy can be found on the Department of Justice website at www.justice.vic.gov.au.
