

LEGAL CONTRIBUTION TRUST

PRIVACY COLLECTION NOTICE & CONSENT FORM

This Collection Notice and Consent Form (**Notice**) provides an overview of how we handle your Personal Information. This Notice should be read in conjunction with our Privacy Policy. This Collection Notice and Consent Form is publicly available on our website or on request by contacting us directly.

From time to time, we may change or amend this Notice to ensure it is up-to-date, clear, concise, expressed in plain language and reflective of our practices and compliant with law.

1. About us

The Legal Contribution Trust (**Trust, we, us and our**) is established by the *Legal Profession Uniform Law Act 2022 (WA)* and the *Legal Profession Uniform Law Application Act 2022 (WA)* (**Uniform Law**). The Trust is managed by trustees (appointed by the Governor) and administered by the Law Society of WA. Principally, the trustees are appointed to:

- (a) administer and control the Solicitors' Guarantee Fund (**Fund**); and
- (b) investigate, assess and determine claims made against the Fund by persons seeking to recover a pecuniary loss due to defaults by a law practice arising from dishonest acts or omissions of associates of the practice relating to trust money or trust property (**Claims**) and, where applicable, utilising the Fund to compensate such pecuniary loss.

In performing our statutory functions, the trustees may need to collect, use, disclose and hold Personal Information. We understand that your Personal Information, and how we use it, is very important to you.

2. Our contact information

If you have any questions, comments, requests or concerns, please our privacy officer:

By post: C/- Law Society of WA, PO Box Z5345, Perth, WA 6831

By email: lct@lawsocietywa.asn.au

By telephone: 08 9324 8600

In person: Level 4, 160 St Georges Terrace, Perth WA 6000

3. What are the purposes for which we collect, use or disclose Personal Information?

We collect, hold and use your Personal Information for the purpose of undertaking our functions and responsibilities under the Uniform Law.

Situations in which we may collect Personal Information include, but are not limited to:

- (a) assessing, investigating and responding to Claims or complaints;
- (b) obtaining services from third party contractors/service providers (e.g. legal representatives);
- (c) carrying out administrative tasks.

We will not use or disclose your Personal Information for a purpose other than:

- (a) the purpose for which it was collected;

- (b) a related purpose (or, in the case of sensitive information, a “directly related” purpose) which you would reasonably expect;
- (c) a purpose required or permitted by law; or
- (d) a purpose for which we have obtained your consent.

Please note, if you do not provide us with your Personal Information, we may not be able to process your application or request, perform our statutory functions or provide you with some or all of our services.

4. Who do we disclose Personal Information to?

We may disclose your Personal Information to:

- (a) a third party with your consent or without your consent if such disclosure would reasonably be expected;
- (b) a third party if authorised or required under law or as part of our statutory reporting and/or notification obligations.

We may also share your Personal Information for administrative purposes or for the purpose of investigating or determining Claims with the Law Society of WA, Legal Practice Board of WA or the equivalent trust fund for another jurisdiction.

5. How can you access your Personal Information?

You may request access to, or amendment of, your Personal Information which is held by us by contacting us.

A request for access to, or correction of, Personal Information must be in writing, provide sufficient information for us to ascertain the relevant Personal Information and include an address in Australia for reply notices. We will respond to a request as soon as practicable, but no later than 45 days after the date of your request. Where permitted under law, we may charge you a fee to access the information. We will not charge you a fee for correcting your Personal Information. We may suspend our provision of access to your Personal Information until an access fee is paid and/or you have provided sufficient proof of your identity.

We will grant a request for access to, or correction of, Personal Information unless we are required or authorised by law to deny the request. If we deny access to, or correction of, your Personal Information, we will provide our reasoning.

We may require that you provide us with evidence to establish that the Personal Information we hold about you is inaccurate, incomplete and not up-to-date, before we take reasonable steps to correct it. If we disagree with your request, you may request that we associate your Personal Information with a statement which records your claim that the information is not accurate, complete or up-to-date.

CONSENT FORM

I _____ (full name)

of _____ (address)

have read, understood and accept the statements made in the Legal Contribution Trust's Privacy Policy and this Collection Notice and Consent Form and consent to the Legal Contribution Trust collecting, using, disclosing, holding and otherwise handling my Personal Information for the purposes outlined in the Privacy Policy and Collection Notice and Consent Form.

(Signature)

(Date)

(Email address)

(Contact number)