

# PRIVACY POLICY AND DISCLAIMER

#### **PRIVACY STATEMENT**

We recognise the importance of privacy protection. Our policy for dealing with any personal information that you might disclose to us while visiting this website is explained below.

# The personal information that we collect on you when you use our public site

We do not collect or use any personal information on visitors to our website.

If you log onto the website and read or download information our Internet Service Provider/Hosting Provider, will record your server address, domain name, the date and time of your visit to our site, the pages viewed and the information downloaded. This information is used for statistical and web site development purposes only.

We can also determine if you emailed any articles of interest to a friend using our 'email a friend' functionality. We record the email addresses of these recipients which may be used for our own marketing purposes.

The information collected will be used to send you e-mails when content relevant to your areas of interest are added to the site. The information may also be used to inform you of any forthcoming event that might be of interest to you.

## The circumstances under which we disclose information about you

It is our policy not to sell or pass on any personal information that you may have provided to us unless we have your express consent to do so.

## How we handle emails

We will preserve the contents of any email message that you send us if we believe that we have a legal requirement to do so. Emails are routinely monitored for quality control, systems administration and legal compliance purposes.

#### What to do if you believe the information we hold about you is inaccurate

If you believe that any information that we hold about you is inaccurate or out of date, please contact us and we will review the relevant information.

# How to contact us if you wish to discuss this policy

If you wish to discuss any aspect of this policy please contact us at info@hamiltonshaw.com.au.

#### **DISCLAIMER**

The information provided on this website is for use of a general nature only and is not intended to be relied upon as, nor to be a substitute for, specific professional advice. No responsibility for loss occasioned to any persons acting on or refraining from action as a result of any material in this publication can be accepted.