

Privacy collection notice for customer due diligence

This privacy collection notice from Alexanders Lawyers outlines why we collect your personal information, what we collect, how we collect it and who we share it with.

Why we need to collect your information

We collect your personal information to comply with the 'Customer Due Diligence' requirements in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act). This includes to:

- *establish and verify your identity before providing certain services to you or the person you are acting on behalf of*
- *assess and manage potential money laundering, terrorism financing, proliferation financing risks or related compliance risks associated with the provision of our services*
- *make reports required by law under the AML/CTF Act*
- *meet record keeping obligations under the AML/CTF Act.*

What personal information we collect

We collect the following types of personal information:

- *your full name, date of birth, residential address*
- *photo ID and unique identifier, such as a passport or driver's licence number*

We also collect the following sensitive information:

- *whether you are a member of any political associations, professional or trade associations may be used to verify your occupation or determine whether you are a politically exposed person.*

How we collect your information

We will generally collect your personal information by [insert details about how, when and from where you collect personal information, for example:

- *Whether personal information is collected directly.*
- *Whether the personal information will be collected by another entity. For example, if you use a third party identity verification service to collect personal information on your behalf, explain this and provide the name of the entity.*
- *If you are collecting personal information from other sources such as from registers of companies, trusts, or public records (such as court records, regulatory filings, land registries), financial institutions or professional intermediaries.*
- *If you collect personal information from another individual, explain this and provide the individual's name, unless doing so would be an interference with the privacy of that*

individual (see para 5.11 of [Chapter 5 of the OAIC's APP guidelines](#) for more information).

If it is not practicable to explain all the sources that you use to collect personal information, for instance, because you collect information from a wide variety of entities and have to give a separate notice in relation to each entity, you could indicate the kinds of entities from which you collect that personal information.

Who we may share your information with

We may also share your personal information with AUSTRAC to meet our legal and regulatory obligations under the AML/CTF Act or the AML/CTF Rules.

What happens if we cannot collect your information

If you do not provide us with your personal information, we may not be able to verify your identity and provide you (or the person you are acting on behalf of) with the services you have requested.

Your privacy rights and our privacy policy

Our Privacy Policy contains further information about how we will handle your personal information and how you can access and correct your personal information. It also outlines how to lodge a complaint and how that complaint will be managed if you are concerned about how we handled your information.

Our Privacy Policy can be viewed by accessing the following link:

<http://www.alexanderslawyers.com/privacy-policy/>

Alternatively our Privacy Policy can be physically accessed upon request in our office.

How to contact us about your privacy

If you wish to contact us about your privacy please contact:

Alexanders Lawyers
The Trust Building
Level 8, Suite 803,
155 King Street,
Sydney NSW 2000

Attention: Stephen Alexander

or by calling 0405 255 355