

# **Information Collection and Use**

## **Information Collection**

Bell Dixon Butler Lawyers are the sole owner of the information collected on the [bdblawyers.com.au](http://bdblawyers.com.au) website. We collect information from our users at several different points on our website.

## **Log Files**

Like most website and email servers, we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. IP addresses, etc. are not linked to personally identifiable information.

## **The use of cookies**

Bell Dixon Butler Lawyers may use cookies in its website [bdblawyers.com.au](http://bdblawyers.com.au).

A cookie is a small amount of information stored on your computer by the Bell Dixon Butler Lawyers web server. It is information that your web browser sends back to the Bell Dixon Butler Lawyers website server whenever you visit it again. Cookies are used to remember your browser between page visits. In this situation, the cookie identifies your browser, not you personally. No Personal Information is stored within the Bell Dixon Butler Lawyers cookie/s.

# **Communications from the Site**

## **Customer Service**

We communicate with clients when requested, to provide services and about issues relating to their account / products. We reply via email, mail or phone.

## **Sharing**

Bell Dixon Butler Lawyers does not pass on or sell information about our customers to any other business or organization. The only exception to this is where we are legally obliged to do so to comply with a current judicial proceeding, a court order or legal process served on our Web site.

## **Links**

Our website contains links to other sites. We are not responsible for the privacy practices of such other sites. This privacy statement applies solely to information collected by this website. We make every effort to ensure that all links are valid and family friendly, where appropriate.

## **Surveys & Contests**

From time-to-time our site may request information from users via surveys or contests. Participation in these surveys or contests is completely voluntary and the user has a choice whether or not to disclose this information. The requested information typically includes contact information (such as name and email address), and business information. Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site. Users' personally identifiable information is not shared with third parties.

## **Security**

Our website takes every precaution to protect our users' information. When users submit sensitive information via the website, their information is protected both online and off-line.

You should be aware that there are inherent risks associated with the transmission of Personal Information via the Internet. If you do not wish to use the Internet, Bell Dixon Butler Lawyers provides alternative ways of providing Personal Information. For example, forms may be printed and sent by post to PO Box 5014, Torquay, Hervey Bay QLD 4655.

## **Correcting/Updating/Deleting/Deactivating Personal Information**

If a user's personally identifiable information changes or if a user no longer desires our service, we provide a way to correct, update or delete/deactivate users' personally identifiable information. This can usually be done at the by emailing [office@bdblawyers.com.au](mailto:office@bdblawyers.com.au).

## **Contact Information**

If users have any questions or suggestions regarding our privacy policy, please contact us by phone on (07) 4125 1611, by email on [office@bdblawyers.com.au](mailto:office@bdblawyers.com.au) or by post at PO Box 5014, Torquay, Hervey Bay QLD 4655.