**ANNEXURE 2 TO THE LETTER OF ENGAGEMENT**

**EMMA WILLIAMS FAMILY LAW PRIVACY NOTICE**

During the course of your matter, and while acting on your behalf, we may collect personal information from you. This can include your name, address, date of birth and details of your family. Most of the information we collect will have been provided by you, but occasionally we may receive information about you from other sources (such as your bank, employer and government or benefits agencies) which we add to the information provided by you to help us to provide legal services to you.

We gather this information to allow us to provide the services requested by you and, occasionally, to enable us to market other products or services that we provide to you which we believe might be of interest to you. If you would rather not receive this information then please let us know (our contact details are at the bottom of the first page of this letter).

We may need to provide this information to third parties, for example, courts and other professionals such as a barrister, if relevant to your case.

We use reasonable efforts to protect your information such as using locked filing cabinets where information is provided to us and stored in a paper form and using limited access, password protected computers where information is provided electronically. However the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred to or from you via the internet.

You have a right to request a copy of the information which we hold about you and if you would like to see this information then please let us know. We may make a charge for the provision of this information. If any of your information changes then please let us know in order that we may keep the information we hold up to date.

By signing below you confirm to us that you consent to us processing and dealing with the data and information you provide to us in this manner.

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Signature Date

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Name