

# Privacy Policy



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**INKD**

# WELCOME TO OUR PRIVACY POLICY.

This policy explains how we collect, use, store and disclose your personal information. We use this information to deliver our services to you. You agree to this policy when you visit our website or use our services. We have put this policy together to explain this in more detail. If you have any questions, you can email us at [info@inkdlaw.com](mailto:info@inkdlaw.com).

We may update this policy occasionally, so please check our website periodically to stay informed about any changes. The date at top of this policy shows when it was last updated. If we make changes that materially affect your rights or how we handle your personal information, we will provide a clear and prominent notice of the change.

When we talk about 'we' or 'us' we mean INKD Solutions Pty Ltd (ABN 24 681 369 924).

## What we collect

We may collect and hold the following types of personal information.



### Information that identifies you.

This includes your name, date of birth, and contact details (e.g., email or mailing address, phone number).



### Information about your business or organisation.

This includes information about relevant business dealings with us and your role in your business or organisation.



### Billing and payment information.

This may include credit card information and personal information connected to payment.



### Employment and education information.

This includes information such as your university or other education transcripts, job title, your employer and other similar identifying information.



### Technical information.

This includes technical information related to your use of our website and services.



### Other information.

Other information we collect from you may capture your personal information. See some examples below.

## Examples of other information we may collect

We may also collect other information from you that may include your personal information. This includes:

- information you provide when using our services and/or communicating with us;
- your service preferences;
- your opinions and feedback about our services; and/or
- information about your matters and dealings with our clients and/or their counterparties.

## How we collect it

We collect personal information in the following circumstances.



### Directly from you.

This includes when you:

- use or interact with our services, websites or other platforms, content, and/or advertising;
- communicate or engage with us;
- make a payment to us;
- provide information to us; or
- apply for a job with us.



### From third parties.

This includes third parties you have a relationship with, such as:

- our clients;
- their counterparties; or
- their authorised representatives.



### Using technology.

This includes technology such as cookies, pixels, or other similar technologies.



### From other sources.

This includes sources such as public records, websites or directories.

## How we protect it

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. We use a combination of physical, technical and administrative security measures to protect your data.

## Why do we do this

We collect, use and disclose your personal information for the following purposes.



### Marketing

To conduct our business and provide, market, and promote our services to you and our clients (including targeted ads).



### Business purposes

For business, recruitment, and administrative purposes.



### Improve service

To improve our services or develop new services. This includes research, planning, marketing, and development.



### Legal reason

To comply with the law, our professional obligations, regulations, and/or to protect our rights.

We may also:

- use your information for a secondary purpose related to the purposes set out above; and/or
- get your consent for other purposes at the time we collect your information.



## Who we share it with

We will only share your information if it's lawful or if we have your consent. We may share your personal information with:

- our employees, officers, agents and other representatives;
- our related companies (including Inkling Law Pty Ltd);
- our suppliers and service providers as described below;
- payment systems operators;
- professional advisors, and consultants;
- government agencies, courts, tribunals, and regulators, as required or permitted by law;
- people we sell, or are considering selling, our company businesses or assets to; and/or
- third parties you have a relationship with, including our clients, their counterparties, or their authorised representatives and who may or may not hold other information about you.

## Third party providers and external links

We use third party providers to support our operations and deliver our services. We may share your personal information with them for this purpose or for the other purposes described above. These providers have their own privacy policies that explain how they handle personal information.

Our services may also include links to external websites or products run or hosted by other organisations. We're not responsible for their content or how they handle your information. If you visit or use these websites or services them, their own terms and privacy policies will apply.

## Disclosure of personal information outside Australia

Sometimes, we may send, or our third party service providers may store or send, personal information to locations outside of Australia. We will take steps to ensure appropriate safeguards are in place. These locations may include:



United States



United Kingdom



Europe

## How long we keep it for

We will only keep your personal information for as long as necessary for the purposes we collected it for.

## Your rights and choices

You can contact us to access or ask us to correct the personal information we hold about you. However, we may not always be able to provide access to all your information. We'll tell you why at the time.



You can opt out of receiving marketing communications from us anytime by using the unsubscribe function in our emails or contacting us directly.

## Use of AI in our services

Some of our services may involve automation (e.g. document generation or issue identification) and use artificial intelligence (AI), such as generative models powered by large language models.

We may use your personal information with these tools. For example, to populate, send or arrange signature of documents and/or to guide workflow logic. We won't use your personal information to:

- train the tools; or
- make independent decisions using these tools.

## Making a complaint

If you believe we've breached the Privacy Act, or you have concerns about how we've handled your personal information, please contact us. We'll investigate your complaint and respond within a reasonable time. If you're dissatisfied with our response, you can contact the Office of the Australian Information Commissioner. You can contact the commissioner at its [website](#) or by telephone on 1300 363 992.

## Contact us



For any questions about this privacy policy or to access your personal information, please contact us at [info@inkdlaw.com](mailto:info@inkdlaw.com).