

Restore Blue Privacy Policy

1. Introduction

Restore Blue understands that privacy is important to our clients, partners, stakeholders and the broader community. We are committed to complying with the [Australian Privacy Principles \(APPs\)](#), which are provided for in the *Privacy Act 1988* (Cth) (**Privacy Act**).

The Privacy Act protects ‘personal information’, which broadly speaking covers a range of information or an opinion – true or false – that could reasonably be used to identify an individual.

2. When does Restore Blue collect personal information?

RestoreBlue Pty Ltd is an authorised corporate representative of Australian Financial Services Licence No 425512 and is authorised to provide general advice only to wholesale clients. It operates within the context of Restore Blue’s broader blue carbon wetland restoration business.

Restore Blue Law Pty Ltd is an incorporated legal practice providing expert legal and policy advice on marine, coastal and inland catchment environments.

Restore Blue Advisory Services Pty Ltd is a multidisciplinary advisory service providing expert scientific and engineering advice on marine, coastal and inland catchment environments.

Against this backdrop, we may collect personal information if:

- you contact us electronically or by telephone about a blue carbon wetland restoration opportunity;
- we are researching blue carbon wetland restoration opportunities;
- you instruct us to provide you with legal, scientific, engineering or other expert advice;
- we are undertaking research for a client into other parties relevant to their matter, or into any relevant stakeholders;
- you work for the government and contact us electronically or by telephone about a work-related matter;
- you fill in the ‘contact us’ form on our website;
- you are referred to our restoration business or advisory service by a third party;
- you apply to work with us, or contact us about employment opportunities;
- you join an online or in-person event organised or co-organised by us;
- you engage with us on social media.

We may also collect and store personal information in the course of any business dealing (for example when purchasing goods and services).

3. What personal information does Restore Blue collect and store?

The nature of the personal information collected and stored may include your name, email address, phone number and residential address. It may also include the collection of other publicly available information, including the addresses of non-residential properties.

In certain instances, we may be legally required to collect other forms of personal information from counterparties to certain transactions, the nature of which is disclosed during the course of any such dealing.

Restore Blue does not collect sensitive personal information including information about your health, religious beliefs, sexual preferences or ethnic and racial origin unless it is relevant to a matter about which you have sought our expert advice.

If you make a payment through our website, your payment information (such as your name, billing address and payment card details) is securely collected and processed by our third-party payment processor. Restore Blue generally receives confirmation of payment and limited transaction details but does not retain complete payment card details.

4. How we use personal information that we collect and store

Restore Blue only uses personal information for the business purpose for which it was collected. Notably, the information we collect and store:

- enables our advisory staff to provide our clients with an appropriate level of service;
- may be required by law (for example in order to enter into a solicitor-client relationship or to provide general advice to wholesale clients under AFSL 425512);
- may be otherwise necessary to ensure we are complying with certain legal obligations (for example anti-money laundering and anti-terrorism financing laws);
- enables us to undertake research into blue carbon restoration opportunities;
- enables us to communicate with third parties about blue carbon restoration opportunities and with potential clients about our advisory services;
- enables us to comply with legal requirements governing the development and registration of blue carbon restoration projects.

Restore Blue does not sell, market or otherwise trade personal information that it collects with third parties.

Where you make a payment through our website, payment card information is collected and processed directly by our third-party payment processor, Stripe. Restore Blue does not store complete credit card numbers or card security codes on its own systems. Stripe processes payment information in accordance with its own Privacy Policy, available at <https://stripe.com/privacy>.

5. Confidentiality

Restore Blue Law is required to comply with various laws governing legal practice and legal practitioners, including those set out in the Legal Profession Uniform Law Australian Solicitors' Conduct Rules 2015 (**Conduct Rules**). This includes an obligation to keep confidential the personal information of anyone with whom we enter into a solicitor-client relationship, unless:

- the client consents to the information being disclosed;
- we are required by law to disclose this information.

Restore Blue also keeps confidential the personal information of all other clients and counterparties, unless:

- the client or counterparty consents to the information being disclosed;
- we are required by law to disclose this information.

6. Disclosure

Restore Blue will only disclose personal information in the following circumstances:

- where consent has been provided by the client or counterparty;
- where required to do so by law (for example, for compliance purposes);
- to other third-party external service providers in Australia and overseas that are essential to the conduct of our business, including:
 - payment service providers (including Stripe Payments Australia Pty Ltd and its related entities) for the purpose of securely processing credit card and other electronic payments;
 - data storage providers;
 - external experts conducting work on our behalf or on behalf of a client;
 - standards and certification bodies.

These service providers may process or store information in Australia or overseas, including jurisdictions where they or their related entities operate.

Where practicable, Restore Blue takes reasonable steps to ensure overseas service providers handle personal information in a manner consistent with the Australian Privacy Principles.

7. Security of personal information

Restore Blue takes all reasonable care to ensure that any personal information that it collects and stores is secure. This includes maintaining an up-to-date cyber security policy; taking care with our choice of external data storage providers; ensuring all computers are protected with anti-virus software; using passwords and where possible, multi-factor authentication; and where relevant, maintaining information barriers between staff.

While Restore Blue takes reasonable steps to protect personal information, no method of electronic transmission or storage is completely secure.

8. Online information

Cookies

When you visit this website your web browser is exposed to 'cookies', which are pieces of information that a website can transfer to an individual's computer or mobile device.

The cookies at this website are associated with the following functions:

- determining if you are a casual visitor (reader) or if you're an administrator of the website.
- Google analytics: how you navigated to the site, the kind of device you're using, which pages you visited.
- optimising how the site displays according to the device you are using.

Information collected through cookies and similar technologies is generally aggregated and used to understand website usage, improve functionality and maintain website security. In some circumstances, information collected by third-party services may constitute personal information under applicable privacy laws.

If you prefer not to receive cookies, you can change the settings of your internet browser to disable cookies or to warn you when cookies are being used. Please be aware that disabling cookies may preclude your device from using some enhanced functionality.

Personal Information

This website only collects personal information when you:

- submit a contact request via the contact form;
- correspond with us electronically through the website; and
- make a payment through our website using our third-party payment processor.

Restore Blue retains personal information only for as long as reasonably necessary for the purposes for which it was collected, to comply with legal obligations, resolve disputes and enforce our agreements.

Terms of use

By using our website, you accept the terms of use regarding cookies and personal information set out above.

9. Access and correction

The Privacy Act entitles you to contact Restore Blue about your personal information and:

- Seek access to this information;
- ask us to update or correct this information where it is incorrect, incomplete or out-of-date;
- if you subscribe to any newsletter or other form of electronic communication from Restore Blue, to opt-out of this service.

Please direct any such request to us at advisory@restoreblue.org. Please specify the basis of your request (for example, if you are a client and wish to update your records) and if relevant, provide us with the correct, complete or up-to-date information.

10. Complaints

Please direct any concerns or complaints that you may have about any personal information that may be held by Restore Blue to advisory@restoreblue.org.

11. Currency

Restore Blue's privacy policy is publicly available on our website. It may be amended from time-to-time.