



Important Privacy Information

This document describes how Worthington Clark Pty Ltd (**Worthington Clark**) collects, uses, discloses and stores your personal information.

We may collect your name, address, date of birth, information about your family members and relatives, information about unclaimed assets, and any other information required to provide you with our range of genealogy and asset research services (**Services**).

We usually collect personal information directly from you when you contact us, send us an email or letter, visit our offices or when you enter into an agreement with us to engage our Services. We also collect personal information from third parties including custodians and family members that wish to locate you or agencies or affiliates who assist us in delivering our Services to you.

We collect, use and disclose your personal information for the purpose of providing our Services, promoting our Services, conducting our business, communicating with you, compilation and analysis of statistics relevant to our business and complying with our legal obligations.

The *Privacy Act* 1988 (Cth) states that you may choose to deal with Worthington Clark anonymously (or by providing a pseudonym), such as when you make a general inquiry about our Services, in which case your details will not be subject to privacy laws. However, given the nature of our Services, if you choose not to provide us with your personal information, it will be impractical for us to provide you with our Services.

Worthington Clark may transfer your information overseas as part of the delivery of our Services to you if you consent to the transfer or if we reasonably believe that the personal information is protected overseas in a substantially similar way to how it is protected under the privacy laws and privacy principles that applies to Worthington Clark. If we transfer your personal information overseas, it will be at your request and for the purposes of engaging researchers located in the country/countries nominated by you to assist us in delivering our Services to you.

If you would like further information, please view our Privacy Policy at www.worthingtonclark.com. Our Privacy Policy also contains information about:

- how you may access and request correction of your personal information that is held by Worthington Clark; and
- how to make a complaint about the handling of your personal information and how your complaint will be dealt with by Worthington Clark.

You can contact us about privacy-related matters:

Email: help@worthingtonclark.com

Phone:

1800 077 973 (Within Australia)
(02) 9460 3922 (Outside Australia)

Office address:

Worthington Clark
18 Bundaroo Street
Bowral NSW 2576
Australia

Facsimile:

1800 077 517 (Within Australia)
(02) 9460 3944 (Outside Australia)

Postal address:

Worthington Clark
PO Box 2275
Bowral NSW 2576
Australia