

Privacy collection notice for customer due diligence

This privacy collection notice from Banksia Law outlines why we collect your personal information, what we collect, how we collect it and who we share it with.

Why we need to collect your information

We collect your personal information to comply with the 'Customer Due Diligence' requirements in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act). This includes to:

- *establish and verify your identity before providing certain services to you or the person you are acting on behalf of*
- *assess and manage potential money laundering, terrorism financing, proliferation financing risks or related compliance risks associated with the provision of our services*
- *make reports required by law under the AML/CTF Act*
- *meet record keeping obligations under the AML/CTF Act.*

What personal information we collect

We collect the following types of personal information:

- *your full name, date of birth, residential address*
- *photo ID and unique identifier, such as a passport or driver's licence number*

We also collect the following sensitive information:

- *whether you are a member of any political associations, professional or trade associations may be used to verify your occupation or determine whether you are a politically exposed person.*

How we collect your information

We will generally collect your personal information by:

- *directly in conference or via email or text message.*
- *Through a third party identity verification service called Infotrack.*
- *From land titles registers, local government departments such rates notices and other State and Federal Government Agencies such as Foreign Resident Capital Gains Tax assessment.*
- *From the ASIC register.*
- *From local real estate agents involved in your matter.*

Who we may share your information with

We usually disclose your name, address and photo identification to Sydney Legal Agents who have your conveyancing documents assessed for stamp duty, on our behalf.

We may also disclose your name and email address to Infotrack to utilise their DocuSign facilities to allow you to electronically execute documents remotely.

We may also share your personal information with AUSTRAC to meet our legal and regulatory obligations under the AML/CTF Act or the AML/CTF Rules.

What happens if we cannot collect your information

If you do not provide us with your personal information, we may not be able to verify your identity and provide you (or the person you are acting on behalf of) with the services you have requested.

Your privacy rights and our privacy policy

Our Privacy Policy contains further information about how we will handle your personal information and how you can access and correct your personal information. It also outlines how to lodge a complaint and how that complaint will be managed if you are concerned about how we handled your information. You can obtain a copy [here](#).

How to contact us about your privacy

Contact us to inquire further about how we handle your personal information on the following channels:

Email: manager@banksialaw.com

Phone: 0416 691 411

Post: PO Box 181, Panania NSW 2213