

SCHEDULE 1

Relationship	Type of information	Purpose
Clients, business associates, potential clients and their personnel	Contact information, such as your name, title, position, your postal address, email address and phone number. Depending on how an organisation is structured, the personal information we collect may include personal information of directors, partners, beneficial owners and others.	• To engage with you for business purposes, primarily to provide you with information about our legal services or to provide you with legal services. • To manage, administer, and improve our business and our relationships with our clients and other third parties. • To engage in marketing and public relations activities (e.g. sharing publications and event details).
	Business relationships, such as your relationship to another person.	• To establish any conflict of interest that might exist. • For regulatory or prudential purposes.
	Communications between you and us during the course of our relationship with you.	• To provide you with information about our legal services or to provide you with legal services.
	Transactional business or personal dealings or other information relevant to the services that we provide.	• To conduct investigate and consider the information provided to us to assist us in providing our services.
	Financial details, such as credit/debit card numbers, security code numbers and other related billing information.	• To issue invoices and process payments.
	Credit information that may be provided to us by a credit reporting body and information relating to payment of our accounts.	• To manage risk associated with your ability to pay for the services we provide and for the purpose of arranging for debt collection where you have not paid our invoice within the required period. • To fulfill our legal and regulatory, obligations under Part IIIA of the Privacy Act 1988 (Cth) and the

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	Identification, background, and financial verification information and documents relating to “designated services”, this includes collecting information and conducting relevant searches and enquiries, including information about officers or directorships held, business activities and relationships, and the source of funds, as well as understanding the individuals who ultimately own or control the client, are beneficial owners or act on behalf of the client. We collect this information through public records and registries, third party service providers (e.g. FirstAML), but we may also ask you to provide us with information and documents. If we cannot collect this information, we may not be able to act for you as a client.	Privacy (Credit Reporting) Code 2025. To fulfill our legal, regulatory, and risk management obligations, including under the AML/CTF Act, including verifying identity (Know Your Customer or “KYC”), conducting customer due diligence (“CDD”), and ongoing monitoring and risk assessments and report certain transactions and suspicious matters to AUSTRAC.
	Website use information, portal/application username and password.	To provide and improve this website, including auditing and monitoring its use, and ensure content is provided in the most effective way for you and the devices you are using.
	Complaints, feedback, and testimonials.	- For business improvement and marketing activities. - To meet regulatory compliance requirements.
Matter parties (i.e. another party in respect of a client’s matters or representatives of such a party)	Relevant information which, depending on the relevant circumstances, may include names, contact details, job title, employer (where relevant), and communications with other parties to our clients’ matters, their legal representatives, other service providers or contractors retained by them, and individuals who provide	To provide you with requested services, carry out your instructions, and undertake or support other activities conducted in connection with our clients or our business.

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	feedback or other commentary in connection with our clients and/or our business.	
Current or former employees and partners	Recruitment and other human resource activities, such as professional development information, contact details, emergency contact information, health information, system and facilitate usage, username and passwords. (Noting that the handling “employee records” may be exempt from the APPs if it is directly related to your current or former employment relationship with us.)	• To fulfill our legal, regulatory, and risk management obligations, including complying with the rules of professional bodies of which we are a member. • To monitor and analyse business and internal operations. • To promote our services and apply for tenders. • To undertake internal analytics on matter management, financial performance and other offerings. • To provide systems and facilities.
Job applicants	Professional information, such as CV or resume details, employment history, education and qualifications, academic results, health information (where relevant), and any other information you provide to us as part of an application for employment.	To provide you with work experience opportunities, discuss any potential roles with you, consider your application and test and assess your suitability for roles.
Contractors, suppliers and service providers:	We may collect personal information from contractors, suppliers or service providers engaged by Jackson McDonald (such as IT service providers and marketing firms) or by our clients (such as barristers, experts, valuers, accountants and tax advisers), such as name and contact details, job title, job history, organisation or company name, financial details such as bank account to make payments, information about performance of the contract or other arrangement, and communications.	To contract out some of our functions to external service providers and suppliers (such as barristers, title and court searches, surveyors, witnesses, accountants, mediators, valuers, printers, carriers, mailing, photocopying, IT, marketing and campaign managers, market research and recruitment);