

THE LAW SOCIETY OF NEW SOUTH WALES PROFESSIONAL STANDARDS SCHEME (22 NOV 2018 - 21 NOV 2019)

ADDITIONAL SCHEME PARTICIPANTS

This form is to be completed when seeking to join new legal practitioners at the Law Practice as Participating Members throughout the Scheme year.

1. LAW PRACTICE DETAILS

Name of Law Practice:

Law Practice ID:

Business Address

2. SCHEDULE OF ADDITIONAL PRACTITIONERS IN THE LAW PRACTICE TO PARTICIPATE IN THE SCHEME

All legal practitioners in the Law Practice must be Full Members of the Law Society to participate in the Scheme. Legal practitioners who are non-members must become Law Society Members (SM) to be eligible to join the Scheme.

LSID	Name	Practising Certificate Type	Employment Status	Law Society Membership (SM or LM)

3. TAX INVOICE FOR PAYMENT

Upon payment, this form constitutes a tax invoice for GST in respect of the Administrative Fee.

A	Solicitor Member Fee (\$105)	\$ 105.00
B	Total number of legal practitioners specified on attached schedule.	\$ <input style="width: 100px;" type="text"/>
C	Total amount payable	\$ <input style="width: 100px;" type="text"/>

Payment Method

Cheque (made payable to The Law Society of New South Wales and attached to this form)

Credit card (please debit my credit card)

Mastercard Visa AMEX

Card number: / / / Expiry date: /

Cardholder's name:

Cardholder's signature:

4. APPLICATION AND DECLARATION

4A. As the duly authorised principal, and on behalf of the Law Practice, I apply for participation of the legal practitioners listed in the Schedule above in The Law Society of New South Wales Professional Standards Scheme in the appropriate Class.

4B. I declare that the information provided in this application is true and correct. I have read the Personal Information Collection Notice on page 3 before providing the personal information contained in this form to the Law Society

Name: (must be a solicitor member and a principal of the Law Practice)

Signed:

Dated (DD/MM/YYYY):

/ /

PERSONAL INFORMATION COLLECTION NOTICE

By completing this form you are providing personal information to The Law Society of New South Wales (we, us, or our).

Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

What are the purposes for which we collect personal information?

We collect your personal information to:

- fulfil our functions and responsibilities under, and facilitate compliance with, the *Legal Profession Act 2004 (NSW)*, *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act (2014)*), the *Corporations Act 2001 (Cth)* and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as your professional association including:
 - maintaining membership records
 - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
 - to conduct research and provide public representation; and
 - provide information to third parties as authorised or required by law.

What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- entities distributing information relevant to you as a legal practitioner or member of the Law Society;
- LawCover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via a link appearing at the foot of each web page at www.lawsociety.com.au.

How to contact us

PRIVACY OFFICER

Corporate Legal Services
The Law Society of New South Wales
170 Phillip Street, SYDNEY NSW 2000

Telephone: (02) 9926 0333

Fax: (02) 9231 5809

Email: corplegal@lawsociety.com.au

Please do not return this form to the privacy officer