

# AUSTRALIAN DATA RECOVERY

## Head Office

Suite 11A, 10-12 Woodville St  
Hurstville NSW 2220

## Secondary Collections

U13,50-52 Solander Street  
Monterey NSW 2217

Telephone: 02 9588 9853

Fax: 02 9588 9859

A/H Mobile: 0422 338 015

Email: [info@australiandatarecovery.com.au](mailto:info@australiandatarecovery.com.au)

ACN 122 819 087

Company:

Contact:

Address:

Ph/Fax:

Email:

Digital Forensic Request Type:

URGENT

STANDARD

*[Please place a tick in one of the boxes]*

Please provide your classified rating.

*Place a number between 1-10.*

*Where 1 is **NOT SENSITIVE** at all and 10 is **HIGHLY SENSITIVE**.*

Please advise the format of your data file.

*[For eg .XML.MYO.DOC other]*

What is your main reason for requesting a digital forensics analysis?

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## PRIVACY POLICY

Australian Data Recovery is committed to the protection of your personal information. The Company will adhere to the provisions of the NSW Privacy and Personal Information Protection Act 1998 ("the Act") in relation to the information it acquires, holds, uses or communicates relating to any of our stakeholders, customers, staff or other persons. The following statement outlines policy, procedures and safeguards in place to manage personal information related to the content.

## COLLECTION OF PERSONAL INFORMATION

When you engage in certain activities on this web site, such as requesting information, downloading information or other content, Australian Data Recovery may ask you to provide certain information about yourself or your Company by filling out and submitting an online form.

If you elect to engage in these activities, Australian Data Recovery may ask that you provide us personal information, such as your name, contact details (including addresses, phone, fax and email), and other business related identifying information to help us determine how we might be able to help you and your company. Australian Data Recovery will only collect sufficient information necessary to enable us to comply with your request for information. Communications sent by the Australian Data Recovery web site will be sent to appropriate Australian Data Recovery staff for action as needed.

## HOW YOUR PERSONAL INFORMATION IS USED

All information collected by Australian Data Recovery is necessary to conduct the business. Australian Data Recovery Specialists use of personal information is limited to the purposes for which it was collected except where the individual has agreed to another use or in emergency circumstances. Australian Data Recovery will only retain personal information for as long as is necessary, and will then dispose of the personal information securely, in accordance with approved methods.

## DISCLOSURE OF PERSONAL INFORMATION

Disclosure of Personal Information is limited to the purpose for which it was collected. No Personal Information will be disclosed to a third party without your consent, except where it is legally required.

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## RECORDING OF YOUR E-MAIL ADDRESS

If you send us a message, the Company will record your e-mail address. This e-mail address will only be used for the purpose in which you have provided it. We will not use your e-mail address for any other purpose and will not disclose it without your consent; however, some e-mail communications may be monitored for statistical and quality purposes by the Company. E-mail is not a secure form of communication and that Australian Data Recovery cannot guarantee that your message will not be viewed by someone else when being sent to us. We strongly recommend that you write to us if the information you wish to provide is highly confidential.

## SECURITY OF YOUR PERSONAL INFORMATION

Australian Data Recovery has a number of security measures in place to protect your information. There are categories of security information that can only be accessed with a login name and password. These security measures aim to ensure that only authorized users are able to access Personal Information. Users should ensure that their login name and password are kept securely, and not accessed by others. Australian Data Recovery encrypts your personal information and thereby aims to prevent unauthorized parties from viewing such information when it is transmitted to Australian Data Recovery.

## YOUR CHOICES WITH RESPECT TO PERSONAL INFORMATION

Australian Data Recovery recognizes and appreciates the importance of responsible use of information collected on this site and in this form. If you do not want the information you provide to the Company to be used, and you indicate this preference when you provide your personal information to us, we will endeavour to honour your preference. Please note that if you provide Australian Data Recovery with inconsistent privacy preferences (for example, by indicating on one occasion that we may contact you with course information offers and indicating on another occasion that they may not), we cannot guarantee that your most recent privacy preference will be honoured.

## COLLECTION OF INFORMATION

When you visit Australian Data Recovery, you can review the site anonymously and access important information without revealing your identity. No attempt will be made to identify individual users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect Australian Data Recovery logs.

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## Liability Waiver

I confirm that I am the owner of the drive/media or agent of said owner and have permission to authorise the copying of the data from one drive/media to another or any other process deemed necessary by AUSTRALIAN DATA RECOVERY.

I authorise AUSTRALIAN DATA Recovery to ship my drive/media, if they deem it necessary. I confirm that the drive/media as supplied is not fully working and will not hold AUSTRALIAN DATA Recovery or its agents liable for any damage or loss of data caused to the drive/media or any other hardware supplied by me, before or subsequent to any work carried out upon the drive/media.

I, the undersigned requester, understand and accept all risks associated with having AUSTRALIAN DATA RECOVERY attempt to recover data from my media at my request. I understand that even with the exercise of due care by technicians, in order for the data to be recovered, the process itself may result in damage, to include, but not limited to, the media itself or the data on it.

In consideration of AUSTRALIAN DATA RECOVERY recovering or attempting to recover the data on this media, I voluntarily assume all risk of loss and/or damage to the media and agree to indemnify, hold harmless, and defend AUSTRALIAN DATA RECOVERY or its employees, and any third parties from any and all claims, demands and causes of action whatsoever in law, equity, before any administrative agency or judicial tribunal arising from the aforesaid rendering of services.

Date:

Name:

(Please print)

Signature: