

## Email Policy

### Named addressee

Any email sent or forwarded by us including any attachments to or links in the email, is intended solely for the named addressee.

You may not copy, forward or deliver any email sent or forwarded to you by us, or its attachments or links, to anyone, without our prior written consent.

If you receive an email and you are not the named addressee (or responsible for delivery of the message to the named addressee), or you receive an email sent or forwarded to you by us, you should not disseminate, distribute, save or copy the email. Please notify us and permanently delete the email immediately.

### Confidential Information

Emails may contain information which is confidential, of a private nature or which is subject to legal professional privilege or copyright. Any form of disclosure, modification, distribution and/or publication of that information is prohibited.

### No Advice

DocsCentre does not purport to give advice in relation to the content of or any matters referred to in any email, nor should you, or anyone else, construe its contents or any conversation or correspondence as advice of any kind.

### No Warranty

No warranty is made that any email sent or forwarded to you by us, or any attachments or links are free from computer virus or other defect. While all reasonable care is taken in ensuring that emails are free from infection including any virus, worm, spamware and/or malware, we do not accept any responsibility for any loss or damage, however caused (including through negligence or fraud), which you or your computer system or device may suffer directly, or indirectly which arises in connection with:

- any email sent or forwarded by us;
- you opening or accessing any attachment to any email;
- you opening or accessing any website by clicking on a link in any email.
- your use of, or reliance on, information contained in, or accessed through, any email.

### Terms and Conditions

This Policy is subject to and forms part of our Terms and must be read together with our Terms. Words and expressions used in this Policy have the same meanings given in our Terms. If there is an inconsistency between this Policy and our Terms, our Terms prevail to the extent of any inconsistency.

You can find our Terms and Conditions [here](#).

We reserve the right to amend this Policy, from time to time, without notice to you or to any other person. Any amended Policy applies immediately upon being posted on our website.

Effective 20 October 2023

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