

## PRIVACY POLICY

### Purpose

The purpose of this Privacy Policy is to outline our processes for collecting, using, handling and disclosing personal information that we collect in the course of our business activities and in accordance with the Privacy Act 2020 ("Act").

### Collection of Personal Information

Personal information is information about an identifiable individual.

We collect personal information in the course of our business, to enable us to provide our services, and to meet our legal obligations.

We collect and hold personal information about several individuals, including but not limited to:

- Clients, prospective clients, their representatives, and other relevant persons such as beneficial owners and controlling persons;
- Employees and prospective employees; and
- Suppliers and their employees.

The type of personal information we collect may include, but not be limited to:

- Names and dates of birth;
- Contact information such as phone numbers, home and email addresses;
- Photo identification;
- Citizenship and residency details;
- Employment details;
- Financial information;
- Information to enable us to comply with our legal obligations, in particular those under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 ("AML/CFT Act"); and
- Any other information that may be required to carry out your engagement with us.

We collect your personal information when you, or persons authorised by you provide information to us. We may also collect your personal information from publicly available sources and in some circumstances, from third parties.

If the personal information that we request is not provided, then we may not be able to provide our services.

### Use of Personal Information

The personal information that we collect may be used by us:

- To verify your identity and perform customer due diligence;
- To provide services to you as a client or a representative of a client;
- To invoice you for services provided, make payments to you or on your behalf and to collect money that you owe us;
- To comply with our legal and professional obligations;
- For recruitment and employment purposes;
- To check for and manage conflicts of interest;
- For communication regarding our services; and
- For any other purpose authorised by you or the Act.

## **Disclosure of Personal Information**

We may disclose your personal information to third parties to undertake any of the purposes set out above. Recipients of your personal information may include, but not be limited to:

- Government or regulatory authorities;
- Professional indemnity or other relevant insurers;
- CM Law's bank;
- Third parties who provide services to us such as, IT application and platform providers and document destruction providers;
- Third parties who assist in providing services to you such as barristers, mediators, accountants;
- Third party organisations who carry out checks on our behalf to ensure that we are complying with the AML/CFT Act. This includes organisations who maintain databases that allow your identity to be verified by checking your information against relevant data sources, which can include but not be limited to: government agencies such as the Department of Internal Affairs, Waka Kotahi NZ Transport Agency and the Australian document verification service (where the personal information involved will be transmitted to and from Australia); and credit reporting agencies. This also includes organisations who maintain international databases, which allow us to check if you are a politically exposed person, as defined in the AML/CFT Act or subject to sanctions. Such third party organisations may also use your information to provide AML/CFT services to other organisations;
- Trust account and AML/CFT Act auditors; and
- Any other person authorised by you.

Some of the parties that we may disclose your personal information to might be located internationally. We will take steps to ensure that such parties will protect your information to the same standard as required in New Zealand. If this is not possible, we will obtain your consent prior to disclosure.

## **Storage of Personal Information**

We will hold your personal information in hard copy or electronic form at our offices or external storage facilities, including database storage operated by third party providers that may be internationally based.

We will take reasonable steps to keep your personal information safe from loss, unauthorised disclosure or other misuse.

## **Access to Personal Information**

If you would like to access the information held about you, please contact us at the details below.

Under the Act you are entitled to make a request for the information we hold about you to be updated or corrected, subject to the exceptions under the Act.

A fee may be charged to access your personal information which we will advise you of at the time.

We will also need to verify your identity before providing you with the relevant personal information.

## **Policy Amendments and Enquiries**

This policy will be reviewed and amended when required with the latest version available on CM Law's website.

If you have any queries relating to this Privacy Policy, or in relation to your privacy please do not hesitate to contact us at [compliance@cmlaw.co.nz](mailto:compliance@cmlaw.co.nz)