

# 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, 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 a number of individuals (including but not limited to):

1. clients, prospective clients and their representatives;
2. employees and prospective employees; and
3. suppliers and their employees.

The type of personal information we collect may include (but not be limited to), names, phone numbers, home and e-mail addresses, photo identification and financial information.

We collect personal information from you when you provide information to us, from information that is publicly available and in some circumstances, from third parties.

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

## *Use of Personal Information*

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

- To verify your identity;
- 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:

- Government or regulatory authorities;
- Professional indemnity or other relevant insurers;
- Our bank;
- Third parties who provide services to us such as, IT software providers and document destruction providers;
- Third parties who assist in providing services to you such as barristers, mediators, accountants;
- Organisations who carry out checks on our behalf to ensure that we are complying with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (“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 government agencies such as the Department of Internal Affairs and the Australian document verification service;
- 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 may be located overseas. 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 facilities, including database storage operated by third party providers that might be overseas.

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

We will hold your information for as long as it is required under a permitted law.

## *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.

### *Updates*

This policy will be reviewed and updated from time to time. The most recent version of this policy will be published on our website.

### *Enquiries*

*If you have any queries or complaints about our collection, use or storage of your personal information (including a complaint relating to any failure by us to comply with our obligations under the credit reporting provisions of the Privacy Act 1988 (Cth) or under the Credit Reporting Privacy Code), or if you wish to exercise any of your rights in relation to your personal information, please contact Rona de Witt Manager@cmlaw.co.nz and address your email to The Privacy Officer.*

*We will investigate and attempt to resolve any such complaint or dispute regarding the use or disclosure of your personal information. If you are dissatisfied with the handling of your complaint, you may contact the Office of the Australian Information Commissioner or Australian Financial Complaints Authority (AFCA):*

*Office of the Australian Information Commissioner*

*GPO Box 5218, Sydney NSW 2001*

*Telephone: 1300 363 992*

*Mail: GPO Box 5218 Sydney NSW 2001*

*Fax: +61 2 9284 9666*

*Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)*