

# Privacy policy

## Introduction

This policy sets out how Kemp's Weir Lawyers Limited (**we**) collects, uses and discloses personal information. Personal information is information about an identifiable individual (i.e. a natural person) (**you**).

We comply with the applicable privacy law, including the Act. You can find out further information about the Act at [www.privacy.org.nz](http://www.privacy.org.nz).

## Definitions

In this policy:

**Act** means the New Zealand Privacy Act 2020.

**AML Act** means Anti-Money Laundering and Countering Financing of Terrorism Act 2009, including any associated regulations.

**AML Agent** means an agent that we appoint pursuant to section 34 of the AML Act.

**Lawyers Act** means the Lawyers and Conveyancers Act 2006, including any associated regulations.

**Terms** means our Information for Clients and Terms of Engagement (as updated from time to time), which are available on our website.

## Personal information we collect

We collect personal information about you, including:

- your name
- your date of birth and/or age
- your contact details

## How we collect your personal information

We may collect your personal information from you, when you provide that personal information to us, including via:

- our website
- an electronic form or application
- our contact with you (e.g. in person or by phone, zoom, email or mail)

- any other means authorised or requested by you

We may also collect your personal information from:

- an AML Agent
- a real estate agent, broker, banker, accountant or other professional adviser connected with you or a matter or transaction in respect of which we are instructed to act
- publicly available information
- other third parties, where you have authorised or requested us to do so

## Why we collect your personal information

We collect your personal information when it is necessary for a purpose connected with a function or activity that we carry out, including to:

- verify your identity
- check conflicts of interest
- provide services to you
- market our services to you
- improve our services, including the way we provide our services
- bill and get paid by you
- communicate with you
- when you apply to be employed, or contracted, by us, for recruitment, employment and contracting purposes
- comply with the requirements of any law
- protect and/or enforce our rights and interests
- fulfil any other purpose authorised or requested by you

## Disclosing your personal information

We may disclose your personal information to:

- an AML Agent
- a real estate agent, broker, banker, accountant or other professional adviser connected with you or a matter or transaction in respect of which we are instructed to act
- a credit reference agency for the purpose of conducting a credit check on you
- a person who can require us to supply your personal information (e.g. a regulatory or government authority)
- any other person authorised by the Act or another law (e.g. a law enforcement agency)
- any other person authorised or requested by you

We may store personal information within services provided by cloud service providers.

## Protecting your personal information

We will take reasonable steps to ensure your personal information is securely stored and safe from loss, unauthorised activity or misuse.



## Information we are authorised or required to collect by law

We are authorised or required to collect your personal information (or some of it) by law, including under the AML Act and Lawyers Act.

## If information is not provided

If you do not provide all or any part of the personal information we request, we may be unable to provide (or continue to provide) services to you.

## Accessing and correcting your personal information

You can ask for the personal information we hold about you (if it is readily retrievably by us). Before we provide any information to you, we will need evidence that you are the individual to whom the personal information relates.

If your personal information is wrong, you can ask for it to be corrected. If we consider that the correction is reasonable (and we are reasonably able to make the correction), we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

## Our Terms

This policy should be read with our Terms.

Where our Terms state that we are authorised or required to collect, use or disclose your personal information from a third party, for a purpose, or to any person, you shall be deemed to have authorised us to do so for the purpose of this policy.

## Your consent

By providing information to us (in whatever way or format), you consent to us collecting, using and disclosing that information in accordance with this policy.

## Changes to this policy

We may change this policy by uploading a revised policy to our website. The revised policy will apply from the date it is available on our website.

## Contacting us

To submit a request, or otherwise contact us in connection with this policy or our obligations under the Act, please contact us by email ([email@kempsweir.co.nz](mailto:email@kempsweir.co.nz)) for the attention of our Privacy Officer.

