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**PRIVACY POLICY**

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CLARK BOYCE  
LAWYERS  
CHRISTCHURCH : NEW ZEALAND

0989.12-737980

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## **INTRODUCTION**

Clark Boyce Lawyers (**We, us, our**) complies with the New Zealand Privacy Act 2020 (**the Act**) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This Policy sets out how we will collect, use, disclose and protect your personal information.

This Policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

## **CHANGES TO THIS POLICY**

We may change this Policy by uploading a revised Policy onto the website. The change will apply from the date that we upload the revised Policy.

Who do we collect your personal information from?

We collect personal information about you from:

- You, when you provide that personal information to us including via the website and any related service, through any registration or subscription purpose process, through any contact with us (for example, telephone call or email), or when you contract or use our services and products; and
- Third parties where you have authorised this or the information is publicly available.

If possible, we will collect personal information from you directly.

## **HOW WE WILL USE YOUR PERSONAL INFORMATION**

We will use your personal information:

- To verify your identity;
- To provide services and legal advice to you;
- To market our services to you including contacting you electronically (and this might be by way of text message or email);
- To improve the services and products that we provide you;
- To undertake credit checks of you (if necessary);
- To bill you and to collect money that you owe us including authorising and processing credit card transactions;
- To respond to communications from you including any complaint that you may make;
- To conduct research and statistical analysis on an anonymised basis;

- To protect and/or enforce our own legal rights and interests including defending any claim; and
- For any other purpose authorised by you or the Act.

## **DISCLOSING YOUR PERSONAL INFORMATION**

We may disclose your personal information to:

- Individual partners within our firm;
- Any business that supports our services and products including any person that hosts or maintains any underlying IT system or data centre that we may use to provide the website or other services including trust account services and management of client funds;
- A credit reference agency for the purpose of credit checking you;
- Other third parties (for anonymised statistical information);
- A person who can require us to supply your personal information (for example, a regulatory authority);
- Any other person authorised by the Act or another law (for example, a law enforcement agency); and
- Any other person authorised by you,

but in all cases and where appropriate we will keep and maintain legal client privilege where we can. We may transfer your information in the case of a sale, merger, consolidation, reorganisation or acquisition of our business.

## **PROTECTING YOUR PERSONAL INFORMATION**

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse. This will extend to and include maintaining legal client privilege over information disclosed to us.

## **ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION**

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, 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.

If you want to exercise either of the above rights, email us at [reception@clarkboyce.co.nz](mailto:reception@clarkboyce.co.nz). Your email should provide evidence of who you are and set out the details of your request (for example, the personal information, or the correction, that you are requesting).

We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

## **INTERNET USE**

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk. If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

## **COOKIES**

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean you cannot use all of the features of the website.

## **CONTACTING US**

If you have any questions about this Privacy Policy, our privacy practices, or if you would like to request access to or correction of your personal information, you can contact us at [reception@clarkboyce.co.nz](mailto:reception@clarkboyce.co.nz).