

**PRIVACY POLICY**  
**Updated 11 July 2021**

**1. Introduction**

- 1.1 Tomlinson Law complies with the Privacy Act 2020 (“the Act”) when dealing with personal information. In this Privacy Policy, “Personal Information” (defined in section 7 of the Act) means information about an identifiable individual.
- 1.2 Tomlinson Law collects and stores Personal Information for the purpose of conducting Tomlinson Law’s business, to meet our legal obligations (including in relation to Tomlinson Law’s anti-money laundering compliance obligations), and to market Tomlinson Law’s services.
- 1.3 This Privacy Policy sets out Tomlinson Law’s policies and procedures for the collection, use, retention and disclosure of Personal Information.

**2. Collecting Personal Information**

- 2.1 Generally, Tomlinson Law will collect Personal Information from you directly by email, phone, Zoom meetings, or face-to-face meetings. Depending on the nature of your relationship with Tomlinson Law, the Personal Information we will collect from you may include, but is not limited to:
- (a) Your full legal name;
  - (b) Your residential address, email address and phone number;
  - (c) Your date of birth and country of birth;
  - (d) Your occupation;
  - (e) Evidence of source of funds; and
  - (f) Any other information which assists us in conducting our business, and providing you with legal services.
- 2.2 Tomlinson Law may also collect Personal Information from third parties where this information is publicly available.
- 2.3 In some instances, if you do not provide Tomlinson Law with the required Personal Information, Tomlinson Law may not be able to act for you.

**3. Use of Personal Information**

- 3.1 Tomlinson Law will always use and disclose your Personal Information in accordance with this Privacy Policy and the Act.
- 3.2 Tomlinson Law will use your Personal Information to verify your identity, determine ownership and liability, provide services to you, undertake credit checks (if necessary), bill you and collect money that you owe us (which may, if necessary, include disclosing your Personal Information to debt collectors), to respond to communications from you, and for any other purpose authorised by you or the Act.

- 3.3 To the extent you provide us with an email address, you agree that Tomlinson Law may send you unsolicited electronic messages.

#### **4. Sharing Personal Information**

- 4.1 Tomlinson Law will not sell, rent, or lease your Personal Information to third parties. There are, however, limited situations where your Personal Information may be disclosed to certain third parties (e.g. regulatory authorities or law enforcement agencies) under another enactment.

#### **5. Protecting Information, Storage and Security**

- 5.1 Tomlinson Law will take all reasonable steps to keep your Personal Information safe from loss, unauthorised access or other misuse.
- 5.2 All Personal Information is stored physically (in secured premises) or electronically in cloud storage (requiring logins and passwords). Only Tomlinson Law staff are permitted to access the Personal Information we hold.
- 5.3 In the event of a privacy breach, Tomlinson Law will notify the Privacy Commissioner and the individual(s) affected.

#### **6. Internet Use**

- 6.1 If you provide us with Personal Information through our website online enquiry form, that Personal Information will be sent to the principal of Tomlinson Law. While Tomlinson Law takes 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. Do not include any sensitive Personal Information in online submission forms.

#### **7. Third Party Websites**

- 7.1 Our website contains hyperlinks to third party websites. Tomlinson Law is not responsible for the content of such websites, or the manner in which those websites collect, store, use or distribute any Personal Information.

#### **8. Accessing and Correcting Your Personal Information**

- 8.1 You have the right to access your Personal Information that Tomlinson Law holds, subject to certain grounds for refusal set out in the Act, and to request that your Personal Information be updated or corrected.

#### **9. Contact**

- 9.1 If you would like access to your Personal Information, advise Tomlinson Law of any changes to your Personal Information, or you have any concerns about the way in which Tomlinson Law collects, stores or uses your Personal Information, please contact our Privacy Officer (Dawn Holland) at [office@tomlinsonlaw.co.nz](mailto:office@tomlinsonlaw.co.nz) or on 03-377-9900. You will need to provide evidence of who you are to access your Personal Information.

#### **10. Policy Changes and Review**

- 10.1 This privacy policy may be updated at any time.