



Privacy Policy

Effective Date: November 2025

At **LawR**, we respect your privacy and are committed to protecting your personal information in accordance with the **Privacy Act 2020** and our professional obligations as lawyers.

1. Collection of Personal Information

We collect personal information that is necessary to provide legal services to you. Depending on the nature of your matter, this may include:

- your name, date of birth and contact details;
- identification documents (such as your passport or driver's licence);
- proof of address;
- financial and banking information;
- property ownership information;
- trust and company information;
- information relating to your legal matter;
- information provided by third parties with your authority or where permitted by law; and
- any other information necessary to provide legal services.

Where required by law, we also collect information to comply with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act).

2. Identity Verification (AML/CFT)

As a New Zealand law firm, we are required to verify the identity of many of our clients before we can act for them.

To comply with the AML/CFT Act, we may request:

- identification documents;
- proof of residential address;
- information regarding the source of funds or source of wealth; and
- information regarding companies, trusts or other entities.

We may use trusted electronic identity verification and AML service providers to assist with these checks. Electronic verification is undertaken only where appropriate and in accordance with applicable privacy laws.

3. How We Use Your Information

We use your personal information to:

- provide legal advice and legal services;



- verify your identity;
- comply with our legal and professional obligations;
- communicate with you regarding your matter;
- prepare legal documents;
- conduct searches and due diligence;
- manage our practice;
- invoice for our services; and
- improve the services we provide.

We only use your information for the purposes for which it was collected or where otherwise permitted or required by law.

4. Disclosure of Information

We may disclose your personal information where necessary to:

- Land Information New Zealand;
- Inland Revenue;
- the New Zealand Companies Office;
- banks and financial institutions;
- accountants, valuers, surveyors and other professional advisers;
- identity verification and AML providers;
- courts and government agencies;
- experts engaged on your behalf; or
- any other person where authorised by you or required by law.

We do **not** sell your personal information.

5. Confidentiality

As lawyers, we are subject to strict professional duties of confidentiality.

Except where disclosure is authorised by you or required by law, information you provide to us will remain confidential.

6. Storage and Security

We take reasonable steps to protect your personal information against loss, misuse and unauthorised access.

Information may be stored:

- electronically using secure cloud-based practice management systems;
- with trusted third-party technology providers;
- in secure physical files where required.

Some service providers may store information outside New Zealand. Where this occurs, we take reasonable steps to ensure your information remains appropriately protected.

7. Artificial Intelligence and Technology

From time to time, we may use secure technology, including artificial intelligence (AI) tools, to assist with administrative tasks, document drafting, research and improving efficiency.

Where AI tools are used:

- we remain responsible for all legal advice provided to you;
- AI-generated work is reviewed by a lawyer before being relied upon;
- we take reasonable steps to avoid providing confidential or personally identifiable information to AI systems unless appropriate safeguards are in place; and
- we only use technology in a manner consistent with our professional and privacy obligations.

8. Website Information

When you visit our website, we may collect technical information such as:

- your IP address;
- browser type;
- pages viewed;
- time spent on our website; and
- cookies used to improve website functionality.

This information is generally used in an aggregated form and does not identify you personally.

You can disable cookies through your browser settings, although some parts of our website may not function correctly.

9. Access and Correction

You have the right to request access to the personal information we hold about you and to request correction of any inaccurate information.

Requests should be made using the contact details below.

10. Retention of Information

We retain client information for the period required by law and our professional obligations, after which it is securely destroyed or de-identified where appropriate.

11. Contact Us

If you have any questions regarding this Privacy Policy or the information we hold about you, please contact:

LawR

Email: renee@lawr.nz | Phone: 027 434 2726 | Address: PO Box 25, Amberley 7410

12. Changes to this Privacy Policy

We may amend this Privacy Policy from time to time. Any updated version will be published on our website and will take effect from the date of publication.