



MATTHEW SHAW LEGAL LIMITED – CLIENT PRIVACY POLICY

(as at 30 April 2023)

Matthew Shaw Legal Limited complies with the New Zealand Privacy Act 1993 (the Act) when dealing with personal information.

Personal information is information about an identifiable individual (a natural person). 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.

Due to the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the Act) our firm is now required to collect all clients Due diligence who we are undertaking captured activities for. Our firm uses a third party company to do this on our behalf called **First AML**. To see First AML's privacy & security information see www.firstaml.com/nz/product/platform/platform-security.

How we use your personal information? We will use your personal information for:

- To verify your identity to meet the requirements of the AML/CFT Act
- To provide legal services and products to you
- To market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose)
- To improve the services that we provide to you
- To undertake credit checks of you
- To bill you and to collect money that you owe us
- To respond to communications from you, including a complaint
- To conduct research and statistical analysis
- To protect and/or enforce our legal rights and interests, including defending any claim
- To any other purpose authorised by you or the Act.

Disclosing your personal information:

We may disclose your personal information to:

- Another entity within our group – eg: The New Zealand Law Society.
- Any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products.
- A credit reference agency for the purpose of credit checking you.
- A person who can require us to supply your personal information (e.g. a regulatory authority).
- Any other person authorised by the Act or another law (e.g. a law enforcement or Government agency).
- Any other person authorised by you.
- A business that supports our services and products may be located outside New Zealand. This may mean your personal information is held and processed outside New Zealand, for example, cloud storage facilities for the purpose of storing and protecting your personal information.

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

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.

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.

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 that you cannot use all of the features of our website.

Review

This policy will be reviewed every three years.