



PRIVACY POLICY

1. PRIVACY POLICY

- 1.1 The Law Lounge is committed to ensuring compliance with the New Zealand Privacy Act 2020.
- 1.2 The Law Lounge's Privacy Policy applies to anyone who visits The Law Lounge website or uses The Law Lounge's services. From time to time, we may change this Privacy Policy and will post the changes on The Law Lounge website. If you do not agree with the Privacy Policy or any changes to it then you may not be able to fully use our website and/or services.

2. PERSONAL INFORMATION

- 2.1 As part of your engagement with us we will collect personal information from you. We take the privacy of our clients and the handling of their personal information seriously and will take all reasonable steps to ensure that any information we hold about our clients remains confidential, and is not disclosed to third parties unless considered necessary as outlined in this Policy.
- 2.2 Personal information is identifiable information about a person and may include, name, address, contact number, email address, billing information and any communication information you provide to us through our website or social media accounts.
- 2.3 We may also hold photo identification that identifies your nationality, date of birth, occupation as well as documentation that identifies your New Zealand residency status (e.g. visa or citizenship status), your criminal history, financial related information (e.g. tax details, bank details, assets and liabilities) or any other information that may be required to carry out your engagement with the



firm. If you are an organisation this may include holding information about your personnel and organisation structure.

- 2.4 We may also collect personal information from publicly available sources or provided through an external third-party provider.
- 2.5 It may not be possible for us to carry out your engagement with the firm if you do not provide us with the personal information that we request from you, likewise any delay in providing this personal information may hinder us in proceeding with your engagement.
- 2.6 We may also collect information regarding the use of our website and social media platforms which may include browser type, internet location, pages viewed and other related technical information. This statistical information is used to allow us to understand how users interact with our website and social media accounts and improve its functionality and content. This is not personal information and remains anonymous. Our website or social media accounts may include links to external websites or online materials, we cannot guarantee the content or privacy of those external websites or online materials and take no responsibility for such.

3. USE OF PERSONAL INFORMATION

- 3.1 The Law Lounge collects your personal information so that we can:
- Comply with our legal obligations;
 - Assist you in carrying out your engagement with the firm;
 - Represent and advise you as our client or to represent and advise our client if you are a representative of the client;
 - Manage any conflict of interests;
 - Facilitate internal business proceedings such as sending invoices, making payments to you or on your behalf or commence debt collection proceedings.
 - Make contact with you on future issues which may interest you which may include the sending of email updates, function invites, information



about the services we offer or anything else we may consider relevant to you.

4. DISCLOSURE OF INFORMATION

- 4.1 The Law Lounge may use and disclose your information to third parties (who may be located both in New Zealand and overseas) for the purposes it was collected.
- 4.2 We may disclose your personal information, including your name, address and contact information, to a debt collection agency if we consider it necessary to do so.
- 4.3 We may disclose information to third parties if:
 - It is required by you as our client, or as a representative of our client, to assist you with your engagement with the firm;
 - It is required by law or is required or authorised by the Law Society Rules of Professional Conduct.

5. STORAGE OF INFORMATION

- 5.1 The personal information we collect and hold about you may be stored in our office locations or premises outside of our offices in paper form or electronically, including database storage or cloud/server storage which are provided by independent third-party services.
- 5.2 The Law Lounge takes all reasonable steps to protect the personal information we hold about you. Our online database storage systems have restricted user access and are managed with password protections. We also have in place confidentiality procedures, undergo staff training on data security and have secure office locations.

6. ACCESSING YOUR INFORMATION

- 6.1 We collect and store your personal information based on your written or oral consent; your consent may be withdrawn at any time.
- 6.2 Under the Privacy Act 2020 you have a right to access and correct any personal information held about you. If you would like to access your information or have



any questions regarding this Privacy Policy then please contact either of our Directors on the contact details below:

- Eugene Raika (09) 551 6120 / (03) 442 6120
eugene@thelawlounge.co.nz
- Julie McClain (09) 551 6120 / (03) 442 6120
jules@thelawlounge.co.nz

6.3 We reserve the right to update this Privacy Policy at any time and any changes will be updated on our website.

7. NEW ZEALAND & AUSTRALIAN PRIVACY OFFICE

7.1 Office of the Privacy Commissioner New zealand

- PO Box 10094, Wellington 6143 / 0800 803 909 /
www.privacy.org.nz

7.2 Office of the Australian Information Commissioner

- GPO Box 5218, Sydney NSW, 2001 / (0061) 1300 363 992 /
www.oaic.gov.au