

Privacy Statement

This statement applies to personal information collected by Sweetman Law Limited. Personal information is any information about an identifiable person (a natural person).

Collection of Personal Information

We may collect personal information from you, including but not limited to:

1. contact details;
2. date of birth;
3. gender;
4. financial details;
5. employment information;
6. identity documents;
7. account details.

How do we Collect Personal Information?

You may provide personal information directly to us, including via the website and any related service, through our on-boarding process, or through contact and communication with us.

We may collect information from third parties when you have authorised us to do so, or where the information is in the public domain.

How will we use Your Personal Information?

We will use your personal information in various circumstances, not limited to and including the following:

1. to verify your identity;
2. to meet the New Zealand Law Society's requirements for providing services;
3. to comply with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 ("AML");
4. to deliver and provide services to you;
5. to invoice you and to collect money that you owe us;
6. to authorise and process transactions;
7. to communicate with you;
8. to protect and/or enforce Sweetman Law Limited's legal rights and interests;
9. for any other purpose authorised by you or the Privacy Act 2020.

When will we Disclose Your Personal Information?

We may disclose your personal information to:

1. any third parties we have engaged on your behalf to assist to provide you with our legal service;
2. any other person or agency authorised by you.

We may also be required to disclose your personal information where:

1. there is a legal or professional duty to disclose the information; or
2. to comply with legal or regulatory obligations or requests, such as under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

Protecting Your Personal Information

While we take reasonable steps to maintain a secure website, if you provide us with personal information over the internet, the provision of that information is at your own risk.

We will take reasonable steps to keep your personal information safe and we will comply with the Privacy Act 2020.

Breach Notification

If there is a breach of privacy involving your personal information, we will comply with any legal obligations pursuant to the Privacy Act 2020.

Accessing and Correcting Your Personal Information

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at reception@sweetmanlaw.co.nz.

If you require further information on the Privacy Act 2020, the Privacy Commissioner's website has useful guides (www.privacy.org.nz).

Queries or Complaints in relation to Australian Personal Information

If you have any queries or complaints about our collection, use or storage of your personal information (including a complaint relating to any failure by us to comply with our obligations under the credit reporting provisions of the Privacy Act 1988 (Cth) or under the Credit Reporting Privacy Code), or if you wish to exercise any of your rights in relation to your personal information, please contact reception@sweetmanlaw.co.nz and address your email to The Privacy Officer. We will investigate and attempt to resolve any such complaint or dispute regarding the use or disclosure of your personal information. If you are dissatisfied with the handling of your complaint, you may contact the Office of the Australian Information Commissioner or Australian Financial Complaints Authority (AFCA):

Office of the Australian Information Commissioner

GPO Box 5218, Sydney NSW 2001

Telephone: 1300 363 992

Mail: GPO Box 5218 Sydney NSW 2001

Fax: +61 2 9284 9666

Email: enquiries@oaic.gov.au