



McWILLIAM TYREE LAWYERS – PRIVACY STATEMENT

Collection of personal information

We collect personal information from you, including information about your:

- Name
- Date of birth
- Contact details
- Employment

We will also collect similar personal information about your current or former partner and your children.

We will require you to provide documentation to verify your personal details, such as a passport.

We may also require additional information and documentation depending on the nature of your instruction.

Purpose

The purpose of collecting this information is in order to:

- Provide legal services
- Comply with the requirements of the Anti-Money Laundering and Countering Financing of Terrorism Act 2009

If you do not wish to provide information that has been requested, please contact us to discuss this further. However, please note that a failure to provide information or documentation which we are legally obliged to collect may result in us being unable to act for you.

Provision of information to other agencies

Generally we will not share your personal information with others unless it is necessary for the purpose for which you gave us the information. However in some circumstances it may be necessary for us to disclose your information to other agencies, such as:

- To other lawyers acting for the other party, with your consent
- If you instruct us to make a Court application, certain information will need to be disclosed to the Court, other parties to the application and their lawyers
- We may give the information to a debt collection agency if a bill is unpaid
- We may give the information to the Law Society or other agencies for audit purposes
- We may also be required to provide information to other agencies in order to fulfil our legal requirements, including those under the Anti-Money Laundering and Countering Financial of Terrorism Act 2009
- In other circumstances permitted under the Privacy Act 2020

Storage of personal information

Your information will be securely stored electronically in our practice management system.

Access to 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'd like to ask for a copy of your information, or to have it corrected, please contact us at reception@mtlawyers.nz or on 04 924 2460 or at McWilliam Tyree Lawyers, PO Box 703, Wellington 6142.