

Sean Mason Law : Privacy Policy

Privacy policy

This privacy policy explains how Sean Mason Law ('we' or 'us') collects, stores, uses, and discloses any personal information that you provide to us.

1 Collection of information

- (a) Information collected by us may include personal information about you. For example, personal information may be:
 - (i) Provided by you in person or emailed by you to us;
 - (ii) Provided by database providers through electronic verification of your identity conducted with your permission so as to comply with our Anti Money Laundering and Countering the Financing of Terrorism Act ("AML") obligations
 - (ii) Failure to provide necessary personal information when requested may result in certain services not being available to you.

2 Use of information

We (and our employees, officers, agents, contractors and affiliates as defined below) may use the personal information you provide to:

- (a) To verify your identity, to conduct address verification or credit checks for invoicing and billing purposes;
- (b) To allow us to run our business and perform administrative and operational tasks (such as training staff, risk management; developing and marketing products and services, undertaking planning, research and statistical analysis; and systems development and testing, keeping our records up to date, being efficient about how we fulfil our legal and contractual duties);
- (c) To comply with legal and regulatory requirements;
- (d) To detect any fraud or crime, or money laundering and counter financing of terrorism in connection with any laws, rules or regulations in New Zealand or overseas for analysis in aggregate form (with identifiable characteristics removed so that you will remain anonymous); and
- (e) For any other purpose which is stated to you at the time of collection or that you otherwise authorise.

3 Information sharing and disclosure

Information collected is held in confidence and will not be shared other than as set out below.

- (a) At your request, we will share your personal data with your representative or any person acting on your behalf (for example, financial advisers, accountants, executors, administrators, trustees or auditors).
- (b) We operate our business in New Zealand. We may need to share some of the personal information we collect about you with organisations both inside and outside of New Zealand. Sometimes we may need to ask you before this happens. We may also disclose your personal information if we determine in good faith that disclosure is reasonably necessary to protect our rights and pursue available remedies, enforce our terms and conditions, investigate fraud, or protect our operations or users.

4 Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or unauthorised alteration of your personal information. However, due to the nature of email and the internet, we cannot guarantee the privacy or confidentiality of your personal information. We may store your information in cloud or other types of networked or electronic storage.

When you provide us with personal information, that information may be collected, stored and processed on servers located

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outside of New Zealand. As electronic or networked storage can be accessed from various countries via an internet connection it is not always practicable to know in which country your information may be accessed or held. All information will be encrypted and password protected, with a unique password.

11 Your Rights

Without limitation, you have the following rights:

- (a) The right to be provided full information about your personal data that we hold.
- (b) The right to require that we correct any incorrect information we hold about you.
- (c) The right to ask that we delete or destroy your personal data, subject to any legal obligations we are under to hold information. Please note therefore that certain conditions may apply to the exercise of this right.
- (d) The right to ask that we restrict the use of your personal data. Please note that certain conditions may apply to the exercise of this right.
- (e) The right to object to the use of your personal data by us. Please note that certain conditions may apply to the exercise of this right.
- (f) The right to receive your personal data in a structured and commonly used format. Please note that certain conditions may apply to the exercise of this right.

To exercise your rights, or if you require further information about how your personal data is used by us, you can contact us at: sean@seanmasonlaw.co.nz.

You can also contact us if you have any questions or complaints about, or if you wish to restrict or object to how we collect, use, disclose, manage or store your personal information. We will respond to your request, where required by law, within one (1) calendar month from the date your request is received. We will inform you if this timeframe is not achievable and extend this timeframe as permitted by applicable law. We may charge a fee to cover the costs of meeting your request if your request is unfounded or excessive.

If we do not agree to provide you with access to, or to amend or erase, your personal information as requested or otherwise meet your requests, we will notify you accordingly. Where appropriate, we will provide you with the reason(s) for our decision and the mechanisms available to complain about the refusal. If the rejection relates to a request to change your personal information you may make a statement about the requested change and we will attach this to your record.

In some circumstances, and subject always to legal obligations to the contrary, we may not be in a position to grant access to your personal information or otherwise meet your requests with respect to your personal information.

We are required to keep your information for so long as is required for our business operations or by applicable laws.

15 Changes in privacy policy

We may occasionally make changes to our privacy policy or alter website functionality. We encourage you to review the policy regularly for the latest information on our privacy practices.

16 Contact details

If you have any questions about our privacy policy, or any other matter (including a complaint), please feel free to contact us. You can reach us in one of the following ways: by email to the address above, by post to PO Box 227, Morrinsville.