

## CLIENT PRIVACY POLICY

July 2019

### POLICY STATEMENT

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

- name
- contact information
- location
- interactions with us
- billing or purchase information
- unique identification documents

We collect your personal information solely in order to:

- provide legal services to you
- meet our statutory obligations including Anti Money Laundering legislation
- assess your creditworthiness and collect monies owing to us

Besides our staff, we share this information with:

- 3rd party legal software providers, solely in order to provide our services to you. These 3rd parties are bound by their own privacy policies and obligations. We may also be required to share this information by law with government authorities, subject to legal privilege.
- Credit reporting agencies In the event of a payment default, in accordance with our terms of engagement

Providing information is optional. However if you choose not to provide personal details or details about entities you control, we'll be unable to act for you.

We keep your information safe by storing it in encrypted files and having network access protocols in place so that only authorised staff of Saunders & Co have access to it.

We keep your information for ten years after the date of your last instruction, at which point we securely destroy it by erasing all digital information. The exception to this is if we hold deeds, wills or other documents for long term storage.

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 [lawyer@saunders.co.nz](mailto:lawyer@saunders.co.nz), or 03 379 7690, or P O Box 18, Christchurch.

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