

# PRIVACY POLICY

MAY 2020



This Privacy Policy outlines how GML Lawyers Limited (“GML”) may collect, store, use and disclose any Personal Information that you provide to us. GML is bound by the Privacy Act 1993 and the privacy principles set out in that Act. By instructing us to act on your behalf you consent to us collecting, storing, using and disclosing your Personal Information in the manner set out below.

## PERSONAL INFORMATION

In this Privacy Policy, ‘Personal Information’ means information relating to an individual which can be used to identify that individual. This includes, without limitation, your name, email address, phone number, postal address and occupation.

## COLLECTION OF PERSONAL INFORMATION

GML collects Personal Information in order to conduct its business, to provide and market its services and to meet its legal obligations. If you do not provide your Personal Information we may not be able to act for you.

## USE OF PERSONAL INFORMATION

GML may use and disclose your Personal Information for the following purposes:

1. To communicate with you
2. To verify your identity
3. To conduct its business
4. To provide and market its services
5. To comply with its legal obligations
6. To help manage and enhance its services.

GML will not use your Personal Information except in accordance with the Privacy Act 1993 or any other relevant legislation.

## DISCLOSURE OF PERSONAL INFORMATION

GML will not sell your Personal Information to third parties. Your Personal Information will be used within GML for the above purposes. GML may however disclose your Personal Information if:

1. You have authorised us to do so
2. We have given you notification of the intended disclosure and you have not objected to same
3. We believe that the disclosure is reasonably necessary to assist a law enforcement agency or an agency responsible for national security in the performance of their functions
4. We are authorised, required or permitted by law to disclose the information.

By providing us with your Personal Information, you consent to us using and disclosing your personal information in the manner set out above.

## MANAGEMENT OF PERSONAL INFORMATION

The Privacy Act requires GML to take reasonable steps to protect the security of Personal Information. GML’s personnel are required to respect the confidentiality of Personal Information and the privacy of individuals.

GML takes reasonable steps to protect Personal Information held from misuse and loss and from unauthorised access, modification or disclosure.

## **RIGHT OF ACCESS TO AND ACCURACY OF PERSONAL INFORMATION**

GML endeavours to ensure that the Personal Information it holds is accurate, complete and up-to-date. We encourage you to contact us to update any Personal Information held about you.

Subject to the exceptions set out in the Privacy Act, you may request access to, or correction of, your Personal Information which GML holds about you.

GML will require you to verify your identity and specify what information you require. A reasonable fee may be charged for providing access. GML will advise you of the likely cost in advance.

## **UNSOLICITED ELECTRONIC MESSAGES**

To the extent you provide us with an email address, you agree that we may send you commercial electronic messages.

## **UPDATES TO THIS POLICY**

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment.

The most current version of this Policy is located at [www.gmllawyers.co.nz](http://www.gmllawyers.co.nz).

## **ENQUIRIES**

If you have any questions about privacy-related issues please contact GML's Privacy Officer, Sam Khalesi at [sam@gmllawyers.co.nz](mailto:sam@gmllawyers.co.nz).