

Mayne Wetherell: Privacy Policy

1. Introduction

- 1.1 This policy relates to the collection, storage, use and disclosure of personal information obtained by us, Mayne Wetherell.
- 1.2 In this policy, **you** refers to an identifiable individual, or a client, potential client, or contractor represented by that individual, as applicable.
- 1.3 **Personal information** is information about an identifiable individual (including an individual's name, address, email address, and telephone numbers). We may collect personal information whenever you, or others on your behalf, interact with us. For example, if you are a client or a potential client, we may need to collect personal information about you and other individuals when you instruct us to represent and advise you.
- 1.4 We collect and process your personal information based on your written or oral consent. You may withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

2. Purposes for which we use personal information

- 2.1 Personal information which we collect and hold may be used by us:
 - (a) if you are a client of the firm, to represent and advise you, or, if you are representing the client, to represent and advise the client and if you are not a client, to engage with you or persons you represent, in representing our clients;
 - (b) for identifying and dealing with commercial or legal conflicts;
 - (c) to carry out our internal business and for our administrative purposes;
 - (d) to comply with our legal obligations in accordance with best practice (including complying with the Anti-Money Laundering and Counter Financing of Terrorism Act 2009);
 - (e) to engage in further correspondence with you (including, where we have your consent, invitations and publications we think you may be interested in);
 - (f) for employment purposes (including prospective employment) and to comply with internal employment policies; and
 - (g) for other specific purposes we notify you of, or which you authorise.
- 2.2 We may not be able to properly advise you or provide you with the information or other services you require if you do not provide us with necessary personal information when requested to do so.

3. Collection of personal information

- 3.1 You authorise third parties (including credit reporters) to disclose information (including credit information) to us in connection with the purposes referred to in paragraph 2.1.

4. Storage

- 4.1 We may store personal information in any format we choose at our offices or at premises outside our offices, including data storage facilities and online storage located within or outside New Zealand and Australia, which may be operated by independent service contractors.
- 4.2 By giving us personal information, you acknowledge and agree that we may retain any stored personal information (physically or electronically) for so long as we consider reasonable in context for the purposes of our business. This does not apply to personal information which you expressly request us to destroy and which we are not otherwise required to hold.

5. Disclosures

- 5.1 We may need to disclose personal information to third parties (including our service providers) in the course of our dealings with you. Specifically, we may disclose personal information if:
 - (a) it is in connection with the purposes set out in paragraph 2.1;
 - (b) it is required or authorised by you or a third party on your behalf;
 - (c) it is required or authorised by law, regulation (including of any foreign jurisdiction) or the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008; or
 - (d) it is required in order for us to enforce money owing to us.
- 5.2 We may disclose your information to our service providers in connection with the purposes found in paragraph 2.1.

6. Contacting Mayne Wetherell

- 6.1 Under the Privacy Act 2020, individuals have rights to access, and to request correction of, their personal information. You may also have rights under other foreign legislation to erasure of personal information or restriction of processing of personal information or to object to processing, as well as the right to data portability and the right to lodge a complaint with a supervisory authority. If you have any questions about this Privacy Policy or requests relating to your personal information, please contact us:
 - (a) using your typical Mayne Wetherell contact;
 - (b) by letter addressed to the Office Manager at Level 5, Bayleys House, 30 Gaunt St, Auckland CBD;
 - (c) at support@maynewetherell.com; or
 - (d) by telephoning us on +64 9 921 6000.

7. Updates to this policy

- 7.1 We reserve the right to update this Privacy Policy from time to time. Any changes we make will apply from the date the updated Privacy Policy is posted on our website or otherwise communicated to you.
- 7.2 This policy was last updated on 21 June 2023.