

## **Privacy Policy**

Your privacy is important to us.

We will collect, hold and use your personal information as permitted by this policy and relevant privacy law.

This policy sets how we collect, hold and use personal information.

### **Collecting Personal Information**

When you communicate with us, visit our website, instruct us, ask us for advice, request that we send you newsletters and/or other materials or otherwise engage with us we gather your personal information.

Personal information we collect from you may be needed in order for us to assist you.

### **Collecting General Information**

We may collect general information about various matters including activity on our website, response to our advertising, interest in our services, newsletters and other materials we publish. We may use “cookies” on our website. Any general information we collect will not allow us to identify you personally. We may use general information we collect for marketing purposes.

### **Storage of Personal Information**

We can store your personal information in whatever format we choose. Personal information may be stored at our offices or other places including cloud-based storage facilities and digital data storage facilities. Storage facilities can be located in or outside of New Zealand. Storage facilities may be operated by third parties.

### **Use Of Your Personal Information**

Personal information we have collected may be used by us to:

- if you are our client, establish you as a client and carry out work for you
- check and address any legal or commercial conflict
- meet our legal obligations (including the laws of foreign jurisdictions), for example, compliance with anti-money laundering and countering financing of terrorism legislation, and our obligations to the New Zealand Law Society
- send you publications we think you might be interested in
- invite you to webinars, seminars and events
- carry out internal business/administrative functions, for example, sending out invoices and receipts and recovering money owed to us (we may disclose information to third party debt collection agencies).

We may disclose your personal information to third parties who help us provide services or who do work for us or on our behalf.

## **The Internet**

The internet is not a secure environment. Any information you send us over the internet is sent at your own risk. Never send bank account or credit card information over the internet including by email.

## **Contacting Us About Your Personal Information**

The Privacy Act 2020 gives individuals the right to access their personal information and to request correction of personal information if it is incorrect or out of date. Please contact our Privacy Officer at the following address: [mike@masonmcmellon.co.nz](mailto:mike@masonmcmellon.co.nz)

## **Updating Our Privacy Policy**

We may update this policy from time to time. Any change will take effect from the time the updated policy is published on our website.