

fee langstone

PRIVACY POLICY

This privacy policy sets out the practices of Fee Langstone relating to the collection and use of personal information we hold about our clients, potential clients and others.

Fee Langstone is bound by the Privacy Act 2020 (Privacy Act).

Personal Information

Personal information is information about an identifiable individual and includes their name, address, email address and telephone numbers.

What do we use Personal Information for?

We collect personal information in order to:

- represent and advise you
- market our services
- meet our legal obligations

We may use personal information (as applicable) for sending you Fee Langstone newsletters and invitations to seminars and functions, for internal business purposes such as invoicing and receipting, making payments to you or on your behalf, and for specific purposes we tell you about or you authorise.

Our website generates cookies upon your visit. Cookies are small text files that are downloaded and stored on your computer. These are used to monitor site usage. These cookies do not collect your personal information. If you wish you can disable them or clear them from your browser without affecting your ability to use our website.

How does Fee Langstone collect Personal Information?

- from you directly when you supply your details to us;
- from you indirectly (through emails, face-to-face meetings, interviews, attendance at seminars, business cards, conversations and through the use of the services and facilities available through our website and social media channels);
- from third parties in some instances, for example, we may use third parties to analyse traffic at our social media channels, which may involve the use of cookies and potentially personally identifiable information. In some circumstances we might

- collect personal information about an individual from a third party, for example, a report provided by an expert or an employment reference from another person; and
- from publicly available websites.

Keeping Your Personal Information Safe

We take reasonable steps to protect the security of personal information, including the use of physical and IT security and restricted access to electronic records. Fee Langstone personnel are required to respect the confidentiality of personal information and the privacy of individuals.

Where we no longer require your personal information we will comply with our legal obligations in respect of that information. Fee Langstone's policy is to archive all client related information for 10 years in secure storage.

Keeping Information Up to Date

We endeavour to ensure that the personal information we hold is accurate, complete and up-to-date. We encourage you to contact us in order to update any personal information we hold about you. Contact details are set out below. You have the right to correct any personal information we hold about you in accordance with the Privacy Act.

Subject to the exceptions set out in the Privacy Act, you may seek access to the personal information which we hold about you by contacting our Privacy Officer (partner, Cecily Brick) on (09) 373 0122.

Disclosure

We may need to disclose personal information to third parties (including other entities or individuals who assist us in providing services or who perform functions on our behalf, including in the course of representing you or advising you). We may disclose personal information if:

- It is required or authorised by you
- It is required or authorised by the Law Society's Rules of Professional Conduct
- It is required by law (including the laws of any foreign jurisdiction), for example the Foreign Account Tax Compliance Act (FATCA).

Contacting Fee Langstone

Under the Privacy Act you have the right to access and ask us to correct any of your personal information provided to us.

If you have any questions about this Privacy Policy, requests to access or correction any of your personal information, or wish to complain about the handling of your personal

information by us, please contact our Privacy Officer, partner Cecily Brick (ph: 09 373 0122, cecily.brick@feelangstone.co.nz).

If we are unable to satisfactorily resolve your concerns about our handling of your personal information, you can contact the Office of the Privacy Commissioner at: PO Box 10-094, The Terrace, Wellington 6143, phone 0800 803 909, <http://privacy.org.nz/>.