

Privacy Policy

Last updated: February 2025

Introduction

Anderson Lloyd is committed to respecting your privacy.

This policy applies to personal information that we collect and hold about our clients, potential clients (and their respective officers, employees, contractors and owners) as well as users of our website and social media accounts (referred to in this policy as **you**).

Unless we agree with you otherwise, any personal information you provide to us in connection with the provision of our services to you or otherwise, will be processed by us in accordance with this policy and all applicable privacy laws, including the Privacy Act 2020 (NZ) (**Privacy Act**).

We maintain a separate privacy policy setting out how we manage the personal information that we hold about our employees, partners, volunteers, suppliers and contractors. If that sounds like you, a copy of our internal privacy policy will separately be made available to you. You may also request a copy by contacting us using the [details](#) at the bottom of this policy.

In this policy:

- **personal information** has the meaning given in the Privacy Act 2020 (**Privacy Act**), being information about an identifiable individual;
- where we refer to **processing** your personal information, we mean all activities relating to our use of that personal information, from its collection through to its storage and disposal and everything in between.
- references to **we**, **us**, and **our**, refer to Anderson Lloyd.

We encourage you to read this policy carefully. If you have any questions, please contact us using the [details](#) at the bottom of this policy.

Information we may collect about you

We may collect personal information from you in a range of circumstances, including where you engage with us as a client or potential client (or an employee of one) or interact with us via our website or social media accounts. We will generally collect personal information from you directly however we may also collect personal information:

- from you indirectly (i.e. through the use of the services and functionality available through our websites and social media accounts);
- from third parties in limited cases (i.e. where we have your consent to do so or in carrying out client due diligence for the purposes of complying with our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009); or
- from publicly available sources.

Personal information that we may collect from you might consist of (but is not limited to):

- general information such as your name, contact details, occupation, billing address and other billing preferences;
- records of your interactions with us including emails between you and us, meeting notes and in some cases, voicemails and other voice recordings;
- information about your preferences, including your preferences in respect of any marketing or promotional material that you wish to receive from us;

- information necessary for us to carry out the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 due diligence process;
- information relevant to your attendance of one of our events, for example, information about health, accessibility requirements or dietary needs;
- information about your expertise and interests;
- information about your use of our website or social media accounts; and
- other information which assists us in conducting our business, providing and marketing our services and meeting our legal obligations.

In some cases, 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 required personal information when requested to do so.

Cookies

Our website uses cookies. A cookie is a file that stores information about you and your behaviour on the internet. Cookies are created by a web server when you browse a website and are stored on your web browser. Cookies are accessed by a webserver upon entering a website. Cookies used on this website enable some of the website's essential functionality and help us provide the best possible service to you by tailoring our services to best suit your preferences.

Most internet browsers give you the option to reject all cookies, accept all cookies, erase cookies stored on your device or be notified before a cookie is stored on your device. However, if you reject or erase the cookies referred to above some functionality or features of our website may not function properly or be fully available.

Please refer to your internet browser instructions if you want to find out more about rejecting or blocking cookies.

How we may use your personal information

The purposes for which we may use your personal information will vary based on the nature of your engagement with us. We may use your personal information for the following purposes:

- to provide our services to you and to otherwise conduct our business;
- if you are a client, representing and advising you or if you are an employee of a client, representing and advising your employer;
- confirming or updating your contact details, billing and other service preferences;
- carrying out commercial or legal conflict checks;
- where we have your consent, emailing you marketing or promotional material including event invites and publications that we think that you might be interested in;
- carrying out our internal business processes such as invoicing, facilitating payments to you or on your behalf and debt recovery (which may involve disclosing your information to debt collectors);
- otherwise helping us improve the services we provide;
- health and safety, or security purposes; and
- to comply with our legal obligations, including carrying out client due diligence for the purposes of the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

Who do we disclose your personal information to?

We may disclose your personal information:

- to third parties who help us provide our services to you or perform functions on our behalf, for example, these third parties may include (but are not limited to):

- other law firms, barristers or specialist consultants you have engaged;
- your bank during the process of billing;
- hosting and data storage providers; and
- market research agencies to facilitate client surveys on our behalf in respect of our performance;
- other companies, agencies or individuals that maintain databases against which your identity may be verified, which may include (but is not limited to) the New Zealand Department of Internal Affairs;
- where we have your consent, to third party operators of external directories and publications to promote Anderson Lloyd and our staff expertise;
- to courts, tribunals or other regulatory authorities;
- if we are required to do so to comply with our professional obligations or to comply with any law (including the laws of any foreign jurisdiction); or
- to other persons where you have authorised us to do so.

Management of your personal information

The security of your personal information is important to us, and we take reasonable steps to ensure personal information held by us is protected from misuse, loss, unauthorised access, modification or disclosure.

We will not keep your personal information for longer than is reasonably necessary to fulfil the purposes outlined in this policy, including to appropriately represent and advise you or to otherwise comply with our legal obligations.

Your rights

We aim to ensure that any personal information we hold is accurate, complete and up-to-date. Please contact us using the details provided below, if you have reason to believe that any personal information we hold about you is incorrect or has changed so we can update our records.

Under the Privacy Act, you have the right to request to obtain, or have corrected, any personal information that we hold about you. These rights are subject to certain limitations and exceptions as set out in the Privacy Act.

If you wish to exercise any of the rights described above, please contact us using the details provided below.

If you are unsatisfied with the handling of your request, you may contact the Office of the Privacy Commissioner for review of our handling of your request.

Updates to this policy

We may update our privacy policy from time to time, including when necessary to reflect updates to our services or to reflect any change in law.

When we update this policy, we will revise the “Last updated” at the top of this policy. All updates will take effect from the date the update is made available.

Contact us

If you have any questions about this policy or any concerns about our processing of your personal information, you can contact our Privacy Office at privacy@al.nz.

