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Teei & Associates Lawyers - Privacy Statement

In our dealings with you, we will collect and hold personal information about you. We will use that information to carry out the service that we are to provide to you and to communicate with you. We cannot and will not act for a client until the client has provided such personal information as the Firm requires to positively identify that client.

We will hold in confidence all information concerning you and your affairs that we acquire during the course of acting for you. We will not disclose any of that information to any other person or entity except:

- To the extent necessary or desirable to enable us to carry out your instructions; or
- As expressly or impliedly agreed by you; or
- As necessary to protect our interests in respect of any complaint or dispute; or
- To the extent required or permitted by law including the rules and regulations relating to personal and corporate insolvency.

Confidential information concerning you will be available to those within the Firm who are required to work on your file.

We may disclose your name and address to third parties such as credit agencies to perform a credit reference or to undertake credit management or collection processes if it is reasonable to do so.

The information we collect and hold about you will be kept in our offices and/or stored at a secure file storage site away from our offices. Information may also be stored in electronic or digital format. If you are an individual, you have the right to access and correct this information. If you require access to that information, please contact us at pteei@teeilaw.com, or 09 837 3207, or 2 Railside Ave, Henderson, with reasonable notice. We are entitled to charge you a reasonable fee for providing those documents to you.

Unless you otherwise instruct, you authorise and consent to the Firm (without further reference to you), destroying or in the case of electronic records, deleting, all files and documents in respect of the services that we have provided to you seven (7) years after all work on your file has been completed or our engagement ends. This implied authority and consent does not include those documents that we hold in safe custody for you, such as Wills, Relationship Property Agreements or such other documents that the Firm is required by law to hold for no less than ten (10) years, such as conveyancing files. The Firm may, at its discretion, retain any document or documents for longer periods.

In terms of the Privacy Act 2020, if a client's personal information is inadvertently released to a third party, the Firm is required to assess whether the inadvertent release of that information is a notifiable privacy breach. If it is, then the Firm must urgently notify the client and the Privacy Commissioner. The Firm must also take all necessary steps to negate or reduce any potential or possible risk to the client.