

PRIVACY STATEMENT

Your privacy is important to us. Aoraki Legal 2018 Limited (**Aoraki Legal**) is committed to protecting your “personal information” and complying with the Privacy Act 2020. This statement explains how we collect, use, store, and disclose your personal information.

What is personal information?

"Personal information" means any information about an identifiable individual.

We collect this information to conduct our business, provide services, meet legal obligations (including under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 [AML/CFT], Lawyers and Conveyancers Act 2006, Land Transfer Act 2017) and maintain appropriate records.

Who do we collect personal information from?

We may collect and hold personal information from:

- Clients and prospective clients, including owners, directors, contractors, and employees
- Client contacts, including estate executors, family trust trustees, and estate and/or trust beneficiaries
- Third parties we deal with as part of our services (e.g., accountants)
- Employees, prospective employees, and contractors
- Suppliers and business partners
- Anyone else connected to Aoraki Legal in the course of our work

What kind of information do we collect?

We only collect personal information relevant to the services we provide, marketing, and legal obligations. This may include:

- Name, date of birth, address, contact details
- Occupation, employment details, qualifications
- Relationship to a client or entity
- Identification documents
- Source of funds (as required by AML/CFT)

If you choose not to provide certain information, it will limit our ability to deliver services or meet legal requirements and likely to prevent the transfer of property titles, distribution of funds, and taking instructions.

How do we collect personal information?

We collect information:

- Directly from you (e.g., when you contact or engage us)
- Indirectly (e.g., via our website, social media, or publicly available sources such as the Companies Office and electoral roll)
- From third parties during due diligence (e.g., AML/CFT compliance)

- When providing services or during recruitment
- Via agents, service providers, or identity verification services

We may also collect website traffic data and cookies via online platforms

How is “personal information” stored securely?

Aoraki Legal takes all reasonable steps to keep your information secure. This includes:

- Restricted access to personal information
- Secure IT systems with password protection, cybersecurity tools, antivirus software, and data backups

We retain personal information only as long as necessary to fulfil legal or business requirements. When no longer needed, we securely dispose of or anonymise it in accordance with the Privacy Act 2020.

How is “personal information” potentially used?

In general, we collect, hold, use and disclose your personal information for the following purposes:

- Communicate with you
- Engage service providers or consultants
- Comply with legal obligations
- Improve our services and operations
- Provide and market our services
- Conduct due diligence checks (e.g., AML/CFT)
- Verify identity through official databases (e.g., NZ Transport Agency National Register of driver licenses; Department of Internal Affairs to obtain birth or death information recorded under the Births, Deaths, Marriages, and Relationships Registration Act 1995; citizenship information recorded under the Citizenship Act 1977; and/or travel document information recorded under the Passports Act 1992; and/or the records of the Document Verification Service (and related databases) maintained and provided by the Commonwealth of Australia; and
- to comply with our legal obligations, including (but not limited to) in relation to our anti-money laundering and sanctions compliance obligations.

Who can your “personal information” be disclosed to?

We may share your information with:

- Parties, people or recipients you have authorised.
- Government agencies or regulators as required by law
- Third-party service providers (e.g., data storage, identity verification, consultants)
- Courts, tribunals, or legal representatives
- Online platforms or social media we use to communicate

We ensure any third party handling your personal information meets privacy and security standards.

Requesting access to your personal information

You have the right to request access to your personal information and ask for it to be corrected. To do so, contact **our Privacy Officer** at Aoraki Legal (03) 687 9480 or admin@orakilegal.co.nz

We may ask you to verify your identity and clarify your request. We will respond within **20 working days**. A reasonable fee may apply for document processing or printing.

Questions or Complaints Making a privacy complaint

If you have concerns or wish to make a complaint about how your personal information has been handled, please contact: Privacy Officer at Aoraki Legal (03) 687 9480 or admin@orakilegal.co.nz

We may ask for your complaint in writing and will work with you to resolve it promptly. If you're not satisfied, you can contact the Office of the Privacy Commissioner at www.privacy.org.nz.

Updates to this statement

This statement will be reviewed regularly to reflect changes in the law, technology, or our practices. The most current version is available at Aoraki Legal's premises and website.

Review and Version Control
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