

Gascoigne Wicks Privacy Policy

Policy Statement

Gascoigne Wicks is committed to ensuring compliance with its legal obligations under the Privacy Act 2020.

Scope

This Privacy Policy sets out how we will collect, store, use, disclose and protect your personal information.

Process

Personal Information

Personal information (or data) is any information that relates to an identifiable person.

We collect and store personal information for the purpose of conducting our business and to meet our legal obligations, including in relation to our privacy and anti-money laundering compliance obligations.

Depending on the nature of your relationship with Gascoigne Wicks, the personal information we will collect from you may include:

- Name, date of birth, address and contact details;
- Occupation
- Payment details
- IRD numbers
- Evidence of source of funds (in some cases in accordance with current law).
- Any other information which assists us in conducting our business, providing our services and meeting our legal obligations.

Collecting Personal Information

Generally we will collect personal information from you directly by email, post, phone, forms, face to face meetings and through our website.

Our servers will record information automatically when you visit our website through cookies. The cookies will collect information in respect of your use of our website, including the date, time and URL of the pages you visit, your IP address, your location and browser software.

Security and Storage

Gascoigne Wicks takes all reasonable steps to ensure your personal information is safe from loss, unauthorized use, modification, disclosure and any other misuse.

All information is stored electronically (requiring logins and passwords) or physically (in secured premises). Only authorised persons are permitted to access your personal information.

We will use, disclose or retain your personal information for as long as necessary to fulfil the purpose for which it was collected and as otherwise permitted or required by law.

Disclosure

We may need to disclose your personal information for the purpose of complying with our legal obligations, responding to your questions in relation to our services, or as otherwise stated at the time of collection. We will not disclose personal information, except in accordance with the law.

We may disclose your personal information to third parties who:

- Perform checks that are necessary under law on our behalf;
- Provide services and perform functions on our behalf (data storage providers, consultants and barristers); and
- Maintain databases against which your identity may be verified (this may include overseas recipients). We will take reasonable steps to ensure that any overseas recipient does not breach relevant privacy law.

We may also disclose your personal information to the Courts, Tribunals and Regulatory Authorities and anyone else to whom you authorise us to disclose it.

Accessing our Personal Information

You have the right to access your readily retrievable personal information we hold and to request that your personal information be updated or corrected.

You can contact us to update any personal information we hold about you.

Complaints

If you have any concerns about the way in which we collect, store and use your personal information, or if you have any queries about this Privacy Policy, please contact our Privacy Officer, our Practice Manager, Kay Nalsund.

This privacy Policy may be updated at any time.