+ Privacy Policy

Extra Law supports the protection of your privacy and this privacy policy applies whether you are our website visitor or our client.

1. Privacy commitment

Extra Law Limited (referred to in this document as **Extra Law**, **we** or **us**) complies with New Zealand's privacy laws and will treat all personal information that we hold about you in accordance with the Privacy Act 2020. This privacy statement explains how we may collect, store, use, and disclose your personal information.

2. Changes to this privacy policy

We may update our privacy policy from time to time. When we do, we will post the updated privacy policy on this website, so we encourage you to periodically review the privacy policy on the website.

3. How we collect personal information

We collect personal information directly from you. This collection only occurs when you voluntarily provide personal information to us in an email or other such communication.

4. What we do with the information we collect

We collect your personal information strictly for the purposes of:

a. identifying you as a client;

b. recording and retaining relevant client information for our client database;

c. responding to any requests or queries;

d. using your personal information for direct marketing campaigns, client surveys or for any market research purposes.

5. How we handle your personal information

We will not sell, distribute, or disclose your personal information to any third parties unless we are permitted or required by law to do so. We may disclose personal information about you to:

a. our employees, contractors, agents, and advisors as required for Extra Law to carry out its business as a provider of legal services and associated purposes only; and

b. any third parties that you have asked or authorised us to share your personal information with.

6. Storage and Security of Personal Information

We will take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. We will keep all personal information about you, including hardcopy and electronic information, safe and secure in accordance with reasonable security standards. If your personal information is no longer needed by us for any of the purposes identified above, and we are not required by law to retain it, we will take reasonable steps to destroy or render it incapable of identifying you.

7. Legal Professional Privilege

Please be aware that the voluntary provision of information to Extra Law as above may not mean that such information is automatically the subject of legal professional privilege.

8. Use of Cookies

A cookie is a small file which requires permission before it can be placed on your computer's hard drive. A cookie helps analyse web traffic or lets you know when you visit a particular site and allows web applications to respond to you as an individual. The web application can gather and remember your preferences to tailor its operations to your likes and dislikes.

We use traffic log cookies to identify which pages on our website are being used. This helps us analyse data about web page traffic and improve our website. We only use this information for statistical analysis purposes and then the data is removed from the system.

The cookie does not give us access to your computer or any information about you, other than the data stored in the cookie. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

9. Accessing and correcting your personal information

You have the right under the Privacy Act 2020 to access the personal information that we hold about you, and to ask us to correct it if necessary. If you want to check the personal information that we may have collected from you or request the correction of any such information, please contact Valerie Bland, as our privacy officer, using any of the following methods:

a. by phoning her mobile +64 21 266 4294;

b. by emailing valerie.bland@extralaw.co.nz;

c. by sending a letter to PO Box 15228, Miramar, Wellington 6243

10. Making a complaint

If you wish to make a complaint about the way in which your personal information is handled by us, please contact our privacy officer. We will endeavour to respond to such complaints with due care and within a reasonable timeframe.

If the issue is not resolved through your contact with our privacy officer you can consider making a complaint to the Privacy Commissioner in accordance with this link on the website: www.privacy.org.nz/your-rights/how-to-complain.