

# Beresford Law

## Privacy Statement

We take your privacy seriously and want to be upfront about how we might need to collect, use and store your personal information in order to provide our legal services.

We collect personal information from you, in order to provide legal services and legal updates relevant to your business, including your:

- name
- contact information
- location
- interactions with us
- billing or purchase information

Besides our staff, we share this information with our accounting and professional services consultants in order to invoice our services, meet our tax obligations and analyse our business performance.

Providing some information is optional. If you choose not to provide information required to fulfil our legal obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 we will not be able to provide captured activities under that Act.

We keep your information safe by storing physical documents securely and digital documents securely in our document management system.

We keep your information for the time that we are legally required to retain client files at which point we destroy your information by securely erasing all digital material and destroying physical files.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, or you have any other questions about our privacy policy, then please contact us our firm's privacy officer Joanna Beresford by email [joanna@beresfordlaw.co.nz](mailto:joanna@beresfordlaw.co.nz)