

## Privacy Policy

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### Introduction – we value your privacy

Aspiring Law Limited (**we, us, our**) complies with the New Zealand Privacy Act 2020 (the **Act**) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

**This policy sets out how we will collect, use, disclose and protect your personal information.**

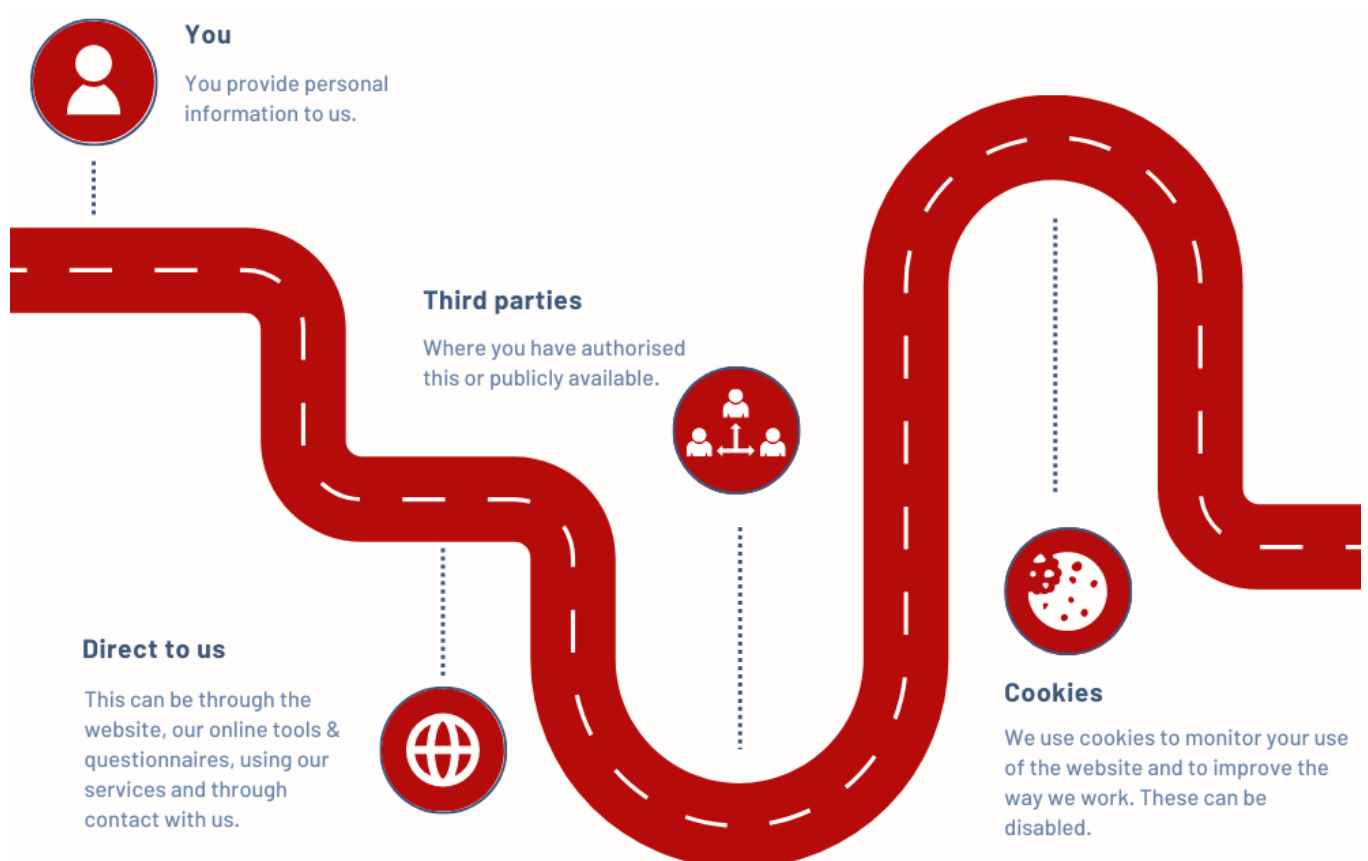
This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

### Changes to this policy

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

**i** This policy was last updated in September 2022.

### Who do we collect your personal information from:





## How we use your personal information

We will use your personal information:

- ▲ to verify your identity
- ▲ to provide services and products to you
- ▲ to follow up on requests for services through our Online tools and questionnaires
- ▲ to market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose)
- ▲ to improve the services and products that we provide to you
- ▲ to undertake credit checks of you (if necessary)
- ▲ to bill you and to collect money that you owe us, including authorising and processing credit card transactions
- ▲ to respond to communications from you, including a complaint
- ▲ to conduct research and statistical analysis (on an anonymised basis)
- ▲ to protect and/or enforce our legal rights and interests, including defending any claim
- ▲ To detect any fraud or crime, or money laundering and counter financing of terrorism in connection with any laws, rules or regulations in New Zealand or overseas for analysis in aggregate form (with identifiable characteristics removed so that you will remain anonymous); and
- ▲ for any other purpose authorised by you or the Act.



## How we disclose your personal information

Generally, we do not disclose personal information to third parties for them to use for their own purposes. However, we may disclose personal information to:

- ▲ any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- ▲ a credit reference agency for the purpose of credit checking you
- ▲ other third parties (for anonymised statistical information)
- ▲ a person who can require us to supply your personal information (e.g. a regulatory authority)
- ▲ any other person authorised by the Act or another law (e.g. a law enforcement agency)
- ▲ any other person authorised by you.

A business that supports our services and products may be located outside New Zealand. This may mean your personal information is held and processed outside New Zealand.



## Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

We will take reasonable technical and organisational precautions to prevent the loss, misuse or unauthorised alteration of your personal information. However, due to the nature of email and the internet, we cannot guarantee the privacy or confidentiality of your personal information. We may store your information in cloud or other types of networked or electronic storage.

The information we collect may be processed in and transferred between your location and New Zealand. New Zealand may not have equivalent data protection laws to those in force in your location.



## Accessing and correcting your personal information

Subject to certain grounds for refusal set out in the Act, where we hold readily retrievable personal information about you.

You have the right:

- ▲ to obtain confirmation of whether we hold that information
- ▲ to access that information
- ▲ to request a correction to that information

If you want to exercise either of the above rights, contact us. We will need evidence to confirm that you are the individual that relates to the personal information. Your email should provide evidence of who you are and set out the details of your request (e.g., the personal information, or the correction, that you are requesting).

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

If you are not happy with our reasons for declining your request, you have the right to complain the New Zealand privacy Commissioner.



## Internet use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

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## Contacting us

If you have any questions about this privacy policy, our privacy practices, or if you would like to request access to, or correction of, your personal information

Julie Aitken  
[julie@aspiringlaw.co.nz](mailto:julie@aspiringlaw.co.nz)

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## Privacy complaints

If you think your privacy rights have been breached, you can make a written complaint to us or the New Zealand Privacy Commissioner

[julie@aspiringlaw.co.nz](mailto:julie@aspiringlaw.co.nz)  
or  
[www.privacy.org.nz/your-rights/how-to-complain/](http://www.privacy.org.nz/your-rights/how-to-complain/).