PRIVACY POLICY

Effective: 8 October 2026 | Victorian Lawyers Limited (we, us, our)

1. Purpose and applicable law

This policy explains how we collect, hold, use and disclose personal information in connection with our legal practice, website and client portal. We comply with the Privacy Act 2020 and other applicable New Zealand legal and professional obligations, including confidentiality duties owed to clients.

2. Information we collect

We may collect names, contact details, identification and address evidence, employment and business details, financial and transaction information, information about beneficial ownership and source of funds, correspondence, instructions, records relating to legal matters, and website usage information. We collect only information reasonably necessary for lawful purposes connected with our functions.

3. Sources of information

We generally collect information directly from you. Where authorised or permitted by law, we may obtain information from representatives, counterparties, public registers, identity verification providers, government agencies, professional advisers, and other relevant third parties.

4. Purposes of collection and use

We use personal information to assess enquiries, conduct conflict checks, establish and administer engagements, provide legal advice and representation, meet identity verification and AML/CFT obligations, manage trust accounting and billing, protect legal rights, comply with court orders and professional requirements, maintain security, and respond to complaints. We use information for marketing only where lawful and provide applicable opt-out options.

5. Disclosure and confidentiality

We may disclose information to staff and contractors working under appropriate obligations, barristers and other advisers engaged in a matter, banks, verification and technology service providers, regulators, courts, law enforcement and government agencies when authorised or required by law, and other persons with your authority. Disclosures are subject to applicable duties of confidentiality and legal privilege.

6. Overseas service providers

Some technology or cloud providers may process or store information outside New Zealand. Where disclosure is subject to Information Privacy Principle 12, we take steps required by the Privacy Act 2020, including ensuring an appropriate comparable level of protection or relying on another lawful basis. Contact us for further information about relevant arrangements.

7. Security and retention

We take reasonable technical, organisational and physical safeguards against loss, unauthorised access, misuse and disclosure. We retain records for periods required by applicable law, professional obligations and legitimate business purposes, and securely dispose of information when no longer required, subject to preservation duties.

8. Access and correction

You may request access to personal information we hold about you and ask for correction, subject to statutory exceptions. We may verify your identity before responding. Where a correction is not made, you may request that a statement of correction sought be attached to the information. Requests for access and correction are handled under the Privacy Act 2020; we do not generally charge individuals for exercising these rights.

9. Privacy breaches and complaints

We assess suspected privacy breaches and notify the Office of the Privacy Commissioner and affected individuals when required under the Privacy Act 2020, including where a breach is notifiable. If you have concerns, please contact our Privacy Officer first. You may also complain to the Office of the Privacy Commissioner at www.privacy.org.nz.

10. Website, cookies and external links

Our website may use essential and analytics cookies or similar technologies. Browser settings may allow you to restrict cookies, although some features may not work correctly. Third-party websites linked from ours operate under their own privacy policies. Please do not submit sensitive client information through general website forms unless directed to a secure channel.

11. Contact details

Privacy Officer, Victorian Lawyers Limited. Please contact us using the contact details published at www.victorianlawyers.co.nz. Before publication, the firm should insert and verify a dedicated privacy contact email address and postal address.

12. Changes to this policy

We may amend this policy from time to time. The current version will be available on our website, with the effective date shown above.