

HOUSEME LEGAL PRIVACY POLICY

At HouseMe Legal we respect your privacy. This policy explains how we collect, use and protect your information in line with the Privacy Act 2020 and our professional duties as lawyers.

1. Website users

When you visit our website, we may collect:

Information you provide

Such as your name, email address or anything you enter into a form.

Information your device provides

Such as your region, pages viewed, time spent on the site, how you arrived at our website, and browser type.

This happens through cookies, which you can disable in your browser settings.

We use this information to improve our website and services. We may share anonymised analytics with trusted providers who support our systems.

We use reputable hosting and security tools to protect your information, but may be required to disclose information where the law requires it.

You may ask us what information we hold about you and request correction.

2. Our clients

If you become a client, your information is protected by both privacy law and legal professional privilege. We do not disclose privileged information unless the law requires it.

3. What we collect

Depending on your matter, we may collect:

- identity documents and contact information
- instructions and correspondence
- property records and transaction documents
- financial information required for settlement
- AML and customer due diligence information
- information from third parties (for example banks, councils and mortgage advisers)

We may check public databases where needed to advise you properly.

4. How we use your information

We use your information to:

- provide legal services and complete your transaction
- meet our legal obligations, including AML requirements
- communicate with you and manage your matter
- work with banks and other professionals involved

- maintain our internal systems, billing and trust accounting
- improve the quality of our services

We may use non-privileged information to recover unpaid fees if necessary.
We will never sell your information.

5. Storage and security

We keep your file mainly in electronic form. Paper documents may be securely destroyed after scanning unless held in safe custody.

We use reputable cloud service providers, some of which may store data overseas. We take reasonable steps to ensure these providers use strong security safeguards.

6. Sharing information

We may share your information with:

- service providers who support our practice
- banks and lenders involved in your transaction
- professionals you authorise
- government agencies if required by law
- the New Zealand Law Society if required for regulatory purposes

We only disclose what is necessary and only to the correct party.

7. When the law may require disclosure

In limited situations we may be required to disclose information, for example:

- AML reporting obligations
- court orders
- preventing or investigating serious offending
- preventing serious harm to you or someone else

We will only disclose the minimum information required.

8. Your rights

You may:

- request access to personal information we hold about you
- request correction of that information
- ask questions about how your information is stored or used

To contact us:

HouseMe Legal Limited

Email: angus@housemelegal.co.nz

Phone: 09 918 9404

9. Changes to this policy

We may update this policy from time to time. The latest version will always be available on our website.