

Nicari Legal Limited Privacy Policy

Effective Date: February 2026

Nicari Legal Limited, (9380172), NZBN: 9429053210227 is a registered New Zealand Limited Company (referred to as “Nicari Legal”, “we” or “our”) and operates as a document and process serving business.

This policy outlines the way in which Nicari Legal manages the personal information we collect, use, store, and disclose about our clients, potential clients, our client’s clients and associated parties, contractors and others when using website www.nicarilegal.co.nz (the "Site") and our services.

We are committed to protecting your privacy and complying with the New Zealand Privacy Act 2020 and the 13 Information Privacy Principles (IPPs). This Privacy Policy is intended to provide you with information about how we adhere to these principles in our collection, use, storage, and disclosure of your personal information. For more information about the Privacy Act 2020 and your rights, you can visit the website of the [Office of the Privacy Commissioner](#).

Why does Nicari Legal collect personal information?

We collect personal information for lawful purposes connected with our functions, including to provide process and document serving purposes. The collection of this information is necessary to effectively deliver these services, manage our client relationships, and comply with legal obligations.

How long is the personal information held?

We will only collect personal information that is necessary for these purposes and once the document of process service is completed, all documents provided for service are deleted, securely destroyed or we will anonymise it.

If there is an error in service or service is required to be re-attempted, all documents and instructions must be provided once again to admin@nicarilegal.co.nz.

Certain records, including invoices, accounting records, and other statutory documentation, may be retained for up to seven years as required by law, even after the completion of service.



How secure is my data?

We take all reasonable steps to protect your personal information from loss, misuse, and unauthorized access, modification, or disclosure by limiting access to personal information to those who need to know and promptly deleting, securely destroying or anonymising documents and information following service (see How long is the personal information held above).

We implement reasonable physical, technical, and administrative safeguards to protect personal information, including secure storage, password protection, limited access, and staff training on privacy obligations.

While we strive to protect your personal information, please be aware that no method of transmission over the internet or electronic storage is completely secure.

Who does Nicari Legal collect personal information about?

We collect and hold personal information about (but not limited to):

- clients, business associates and potential clients, who consist of barristers, solicitors, law firms and chambers;
- individual clients, associated parties to proceedings and related parties
- individuals we deal with in the course of acting for clients and carrying on our business;
- prospective employees, employees and contractors; and
- other people who come into contact with Nicari Legal.

What type of personal information is collected?

We may collect the following types of personal information (but not limited to):

- Contact Information: Name, address, email address, phone number, work details ;
- Financial Information: As detailed or provided in legal proceedings;
- Identification Information: Driver's license, passport, or other government issued identification and licences;
- Case related information: such as legal proceedings;
- Communication Data: Records of correspondence and communications with us.

We may also collect information that you voluntarily provide to us through contact forms, or email for example.



How is personal information used?

We may use your personal information or personal information of your clients for the following purposes:

- To provide and manage the services you have requested;
- To communicate with you about our services;
- For internal administrative purposes, such as record keeping, invoicing, and managing our business operations; and
- To comply with legal and regulatory obligations.

We will not use your personal information for any other purpose without your consent or unless permitted or required by law.

Who will you disclosure Personal Information to?

We may disclose your personal information to the following parties:

- Our contractors who need the information to perform their duties
- Third-party service providers who assist us in delivering our services, such as IT support.
- Clients who have engaged our services, in accordance with our Terms and Conditions.
- Courts, tribunals, and other legal authorities as required by law or in connection with legal proceedings
- Other parties with your consent or as permitted or required by law.

We will take reasonable steps to ensure that any third parties we share your personal information with also protect it in accordance with applicable privacy laws.

Specific Considerations for Nicari Legal

Given the nature of our services, we may handle sensitive personal information. We take extra care to protect this information with appropriate security measures and will only collect and use it with your consent or as permitted by law.

Where consent is required for the collection, use, or disclosure of personal or sensitive information, such consent may be provided in writing, electronically, or implied by the provision of instructions to Nicari Legal.



**NICARI
LEGAL**
PROCESS SERVERS

Client Confidentiality

We maintain strict confidentiality regarding the information our clients provide to us, in accordance with our professional obligations and our Terms and Conditions available at www.nicarilegal.co.nz or on request.

How can you access and correct your personal information?

As noted above, all process and document service information is deleted immediately following service, securely destroyed or anonymised and as such we hold most personal information for a very limited time.

There may also be limited circumstances in which we are not required to grant your request, such as when the information involves an unwarranted breach of another person's privacy or is not legally permitted to be provided.

Any personal information retained outside of service instructions, we endeavour to ensure is accurate, complete and up-to-date.

We may require you to provide proof of your identity before we can process your request

Subject to the exceptions set out in the Privacy Act, you may seek access to the personal information which we hold about you by contacting our Privacy Officer at admin@nicarilegal.co.nz. The Privacy Officer is responsible for handling privacy inquiries, complaints, and requests for access or correction. We aim to respond to all enquiries within 20 working days.

How can you make a privacy complaint?

If you have any questions about privacy related issues or wish to complain about the handling of your personal information by us, please contact our Privacy Officer at admin@nicarilegal.co.nz. We may ask you to lodge your complaint in writing. Any complaint will be investigated by the Privacy Officer and you will be notified of the decision in relation to your complaint as soon as practicable after it is made, usually within 20 working days.

If we are unable to satisfactorily resolve your concerns about our handling of your personal information, you can contact:

The Office of the Privacy Commissioner at: PO Box 10-094, The Terrace, Wellington 6143.
Phone 0800 803 909 or visit <http://privacy.org.nz>.



**NICARI
LEGAL**
PROCESS SERVERS

Address details of Nicari Legal

The address of Nicari Legal, as the person collecting and holding your personal information, is:

c/o: Murray Sharma & Associates Ltd, 5 Rata Street, New Lynn, Auckland, 0600, New Zealand.

Updates to this Policy

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. The most current version of this Policy is located at nicarilegal.co.nz and a physical copy can be obtained by contacting our Privacy Officer at admin@nicarilegal.co.nz.