

## Privacy Policy

### Introduction

This Privacy Policy describes how Lex Peritias LLP ("we," "us," or "our") collects, holds, uses, and shares your personal information ("Personal Data") when you visit our website, <https://lexperitias.com/> (the "website"), or engage with us with regard to our services.

We are committed to protecting your privacy and ensuring compliance with the laws applicable to our operations in New Zealand and India.

### Compliance with the Privacy Act 2020

As sole traders operating in New Zealand, we are bound by the New Zealand Privacy Act 2020 (NZPA). Furthermore, as we offer services to customers in India, we adhere to the strict requirements of the India Digital Personal Data Protection Act 2023 (DPDPA). Our commitment to high standards, ensures that we maintain a consistent level of protection for all our clients.

### Information Collected

We only collect personal data that is necessary for a lawful purpose connected with our functions of providing workplace conduct and conflict management consultancy, investigation, mediation, human resources advisory, and training.

The categories of personal data we collect include:

1. Contact and identity data: Name, email, phone number, mailing and/or billing addresses.
2. Financial and service data: Details of services purchased, GST details (where applicable for services).
3. Communication data: Any content included in messages sent to us via contact forms.
4. Technical and usage data: IP address, browser type, device type, pages viewed, time spent on the website, and referring websites.

### Method of collection

We collect personal data primarily directly from you, when you fill out a contact form, sign up for a newsletter, or provide details while making potential engagement enquiries or provide billing details to purchase our services. We also collect data through standard web server logs and cookies when you browse the website.

### Purpose of Collection

We collect and use your personal data for the following specific purposes, which constitute our lawful basis for processing:

**Purpose of processing**      Lawful basis (NZPA Principle 1 & DPDPA)

**Service Provision**              Fulfilling a contract: Necessary to deliver the consultancy and training services you requested.

<b>Purpose of processing</b>	Lawful basis (NZPA Principle 1 & DPDPA)
<b>Billing and transactions</b>	Legal obligation and contract: Necessary for payment processing and fulfilling tax/accounting requirements (e.g., GST reporting).
<b>Communication &amp; support</b>	Legitimate use/interest: To respond to your direct inquiries and provide customer service.
<b>Marketing</b>	Consent: To send you newsletters and promotional materials only if you have provided explicit, clear, affirmative opt-in consent.
<b>Website security &amp; improvement</b>	Legitimate interest: For security purposes, fraud prevention, and analysing traffic to improve the website functionality.

## If you do not provide us with certain personal information

The provision of most personal data is voluntary. However, if you choose not to provide the information required, the consequences may include:

- We may be unable to respond to your specific inquiry submitted via a contact form.
- We will be unable to process your request for services, as we cannot issue invoices or fulfill our legal tax obligations without necessary contact and GST details.
- You will not receive our newsletters or marketing communications.

## Our cookie policy

We use cookies and similar technologies to enhance your experience. Cookies are small data files placed on your device.

- Essential cookies: These are strictly necessary for the website to function correctly and do not require your consent.
- Marketing and tracking cookies: These are non-essential cookies used for website analytics and potential content personalization. We will only use these after obtaining your clear, affirmative consent.
- You may manage your cookie preferences through your browser settings or a cookie banner tool on our website.

## Social media cookies

We do not currently integrate specific social media tracking pixels, but if we embed content hosted by third parties or share links, those platforms may place their own third-party cookies. We recommend reviewing the privacy policies of those social media networks for more information.

## Disclosure of Personal Information

We will not disclose your personal data to any third party except in the following limited circumstances:

5. To third-party processors: We share data with our essential service providers to perform functions on our behalf. These parties are restricted from using your data for any other purpose. This includes:
  - GoDaddy (Hosting and Website services).
  - Microsoft Office and Google Workspace (Email, communication, and secure storage).

6. International data transfer: As Lex Peritias operates in India and New Zealand, your data is routinely transferred between these jurisdictions. By using our services, you consent to this transfer. We take reasonable steps to ensure that the recipient organization has comparable safeguards in place to protect your data.
7. Legal requirement: If we are required to disclose the information by law, court order, or governmental regulation in either New Zealand or India.

## **Security of personal information**

We take reasonable technical and organizational safeguards to protect your personal data against loss, unauthorized access, use, modification, or disclosure. We apply these safeguards when storing your data with our hosting and communication partners.

## **User rights**

Under applicable privacy laws, you are entitled to exercise the following rights, which we extend to all our users:

- Right of access: You can request confirmation of whether we hold personal data about you and obtain a copy of that data.
- Right to correction: You can request that we correct any inaccurate or incomplete personal data we hold.
- Right to erasure: You can request that we delete your personal data when it is no longer necessary for the purpose for which it was collected, or if you withdraw consent, subject to any necessary legal retention requirements.
- Right to withdraw consent: You can withdraw your consent for future processing where consent was the legal basis.

## **Contact details**

To exercise any of your rights or if you have any questions or complaints regarding this policy, please contact our Privacy/Grievance Officer: Ms. Kavita Khanna, Email: [kavita@lexperitias.com](mailto:kavita@lexperitias.com)

## **Changes to this privacy policy**

We reserve the right to update this privacy policy at any time. Upon making changes, we will update the revision date at the bottom of this page. Users are encouraged to review this page regularly for updates to remain informed about how we safeguard collected personal information. It is your responsibility to periodically review this privacy policy and stay apprised of any modifications.

## **Your acceptance of these terms**

By using this website and/or engaging our services, you signify your acceptance of this Privacy Policy. If you do not agree to this policy, please discontinue the use of our website or services. By continuing to use our website and/or services after changes to this policy have been posted, you acknowledge and accept those modifications.

## **Conclusion**

Your privacy is paramount to Lex Peritias. We are committed to processing your personal data lawfully, fairly, and transparently, in line with the highest standards of data protection. Thank you for choosing us for your workplace services.

Effective date: 07 November 2025