

# Transparency Statement

## Purpose

1. This transparency statement explains how Crown Law collects, uses and shares information gathered about members of the public or other entities (directly or indirectly) in accordance with the State Service Commission's (SSC's) Information Gathering Model Standards.

## Information Gathering

2. Information gathering is a broad term. For the purpose of Crown Law's legal work it may include:
  - i. Information provided by clients when instructing Crown Law, or in the course of civil litigation, or passed to Crown Law by Crown Solicitors or public prosecutors;
  - ii. Court processes for information gathering/sharing between each party to a litigation (e.g. discovery);
  - iii. Information provided voluntarily by the person who is the subject of the information (or their counsel);
  - iv. Information from public sources such as public records – e.g. the register of companies;
  - v. Information provided by third parties such as witnesses; and
  - vi. Information gathered by any other means.
3. Crown Law has an information gathering policy in place which provides guidance for staff on the above activities. Crown Law's privacy policy applies to all personal information gathered or held by Crown Law.
4. All information gathering, use and sharing by Crown Law will be carried out in compliance with: relevant legal and ethical requirements; SSC's code of conduct, and the SSC's model standards for information gathering.

## External Security Consultants and Private Investigators

5. Crown Law may, from time to time, engage external security consultants for operational reasons. This will generally be for routine tasks (such as serving documents) or tasks requiring contact/location of 3<sup>rd</sup> parties such as witnesses but may also require information gathering on behalf of Crown Law. All instructions to external security consultants or private investigators to locate 3<sup>rd</sup> parties (as opposed to business as usual service of documents to known addresses) or for information gathering must be authorised under Crown Law's internal information gathering policy to ensure a consistent and appropriate approach.

## Oversight

6. A report on information gathering activities and the use of external contractors for this purpose will be provided to Crown Law's Leadership Team every 6 months.
7. A complaint or concern about Crown Law's information gathering activities will be referred to Crown Law's Privacy Officers in the first instance.

## Contact Details

8. Any enquiry or complaint about Crown Law information gathering activities may be sent to:

Crown Law – Privacy Officers  
PO Box 2858  
Wellington 6011

or by email to [privacy.officers@crownlaw.govt.nz](mailto:privacy.officers@crownlaw.govt.nz)

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