

# After-hours access application for Wellington Law Library

## After-hours access application

Please complete this form and return to the Law Society Wellington Library:

✉ [wellington@nzlslibrary.org.nz](mailto:wellington@nzlslibrary.org.nz) ☎ 04 473 6202

**Please note: Access cards can only be issued to currently practicing lawyers or NZLS associate members.**

### Signatories must read and accept:

1) Cards are issued on an individual basis to New Zealand Law Society member lawyers and the proper use of the card is the responsibility of the signatory.

2) Cards must not be given to persons who have no right of admission to the library. No person is allowed to follow the card holder through the door (tail-gating).

3) New cards are provided for a fee of \$25 plus GST. Cardholders must notify the NZLS library immediately when a card is lost. There will be a replacement charge of \$35 plus GST.

4) When collecting cards from the library you will be required to show ID.

5) Cardholders must not write on the card to identify where it can be used.

## 1 Your details

Full name

Barrister sole

Yes No

Firm name

Email

Signature (must be from person requesting card)

Date (dd/mm/yyyy)

I confirm I have read and understood the privacy and information handling policy

Yes No

## 2 NZLS library staff use

Card number

Invoice number/replacement card

Activated

Card

Picked up  Mailed

## Privacy and information handling

The Law Society will collect, use, hold and disclose your personal information only for the purposes of delivering Library services, and as otherwise permitted or required by law.

Only authorised staff will have access to your information which is held in a secure environment.

The provision of information by you is voluntary. However, if you do not provide full information, the New Zealand Law Society Library may not be able to deliver the service provided.

Under the Privacy Act 2020 you may request access to and request correction of your personal information held by the Law Society. For more information about the Law Society's Privacy and Information Handling Policies please refer to [www.lawsociety.org.nz/privacy](http://www.lawsociety.org.nz/privacy). General information about the Privacy Act 2020 is also available on the website of the Privacy Commissioner at [www.privacy.org.nz](http://www.privacy.org.nz).