



## NETWORK OF WOMEN PANEL

### GUIDELINES AND PRIVACY POLICY

AWLA has established a panel of people who are available to support any members of the profession with issues of harassment, assault, or inappropriate conduct.

AWLA encourages any members of the legal profession who have an issue they would like to speak with someone about to contact us at [now@awla.org.nz](mailto:now@awla.org.nz).

#### ***How the panel works***

We have assembled a 'network of women' (NOW) who are willing to help you. They come from a range of roles and areas within the profession.

If you have an issue you would like to discuss with someone, please send us a blank email to [now@awla.org.nz](mailto:now@awla.org.nz). An AWLA committee member will respond by sending you the list of panel members. You can then review the list and choose who to contact for support.

How things progress from there is entirely up to you. Your panel member will listen to you, support you, advise you on your options, and help you take whatever steps you want to take, if any. For example, you may want to meet with them or have them attend meetings as a support person. You are not obligated to take any further steps, and we and your panel member won't do anything with what you tell us that you don't want us to do. Your panel member will not be responsible for taking or managing any steps on your behalf but will support you to do so if you wish to.

The panel members are members of the profession. They are not experts in dealing with harassment, assault or inappropriate conduct. They will support you to the best of their ability and will suggest professional help or other resources to you if they consider that is appropriate.

#### ***Privacy***

Your privacy will be respected completely. AWLA will know your email address, and any information you include in your email. We collect this information only to be able to provide you with the contact details of our 'network of women' and retain this information no longer than is necessary to fulfil this purpose. Statistical information on emails may be kept for a longer period of time, but any such information will not be able to identify you.

Please note that you are under no obligation to provide any personal information in your email address and we will still be able to provide you with the relevant contact details even if you do not provide any personal information in your email.

AWLA will keep your information private to the best of its ability and will not disclose this to anyone unless required to do so by law or if there are safety reasons for disclosing it.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at [now@awla.org.nz](mailto:now@awla.org.nz).

An AWLA committee member will see your email to reply to it. We will delete your email once we have responded to it.

Your panel member has agreed that they will keep everything you tell them confidential, including from AWLA. There is no requirement on your panel member to report back to AWLA anything that occurs between you.