

## **OUR PRIVACY POLICY**

**We aim to protect your privacy and want to ensure our website and our digital platforms are safe, transparent and understandable.**

This Privacy Policy sets out how we collect, hold, use, disclose or change information about you as a site user.

### **Collection and use of personal information**

We do not collect personally identifying information from a user of our website unless you choose to provide it by filling out a form. Details of name, organisation and contact email are collected and used for the purpose for which they were given.

We do not sell, rent or lend any personally identifiable information to third parties or outside agencies.

### **How do we store and process personal information?**

We store personal data electronically. The personal information is kept safe and secure using generally accepted standards of security.

### **How you can access and request correction of your personal information?**

If you would like to access or request correction or erasure of any personal information which we hold about you, please email us at [hello@thepolicyplace.co.nz](mailto:hello@thepolicyplace.co.nz). You will always have the option to opt-in and opt-out of communications at any time.

### **Do we share or disclose your personal information?**

We will NOT disclose personal information about you (including your identity) to a third party unless we are required to do so in the course of legal proceedings or other investigations, or if we determine that the disclosure is necessary in connection with a complaint regarding your use of the website or when we use the services of third parties to administer this website.

## **How long do we hold personal information?**

We will keep your personal information for only as long as is necessary to achieve the purpose for which we collected it.

If at any time you no longer wish to receive any of our communications or do not want your information disclosed for the purposes in this Privacy Policy, please contact at [hello@thepolicyplace.co.nz](mailto:hello@thepolicyplace.co.nz)

Alternatively, you can opt out by using the function in any electronic marketing communication sent from us.

## **What are cookies and do we use them?**

Cookies are small information files that are sent to your browser and which may then be stored on your computer. We may use cookies to provide you with information in relation to the website, and to improve our services so that we can give you a more personalised experience when using the website.

You do not have to accept cookies and you can set up your browser to notify you when you receive cookies. This will give you the opportunity to decide whether or not to accept the cookies. If you choose to disable cookies, you may not be able to access certain features of the website.

## **Where can you view changes to this privacy policy?**

We reserve the right to modify or amend this Privacy Policy at any time and for any reason. Any changes we make to the Privacy Policy will be posted on this page and, if we consider it appropriate, notified to you by email. For this reason, we encourage you to visit this page regularly to check the current version of the Privacy Policy. (Last updated September 2021)

## **Who can you contact for further information?**

If you have any queries about this Privacy Policy or any personal information that we have collected please email us at [hello@thepolicyplace.co.nz](mailto:hello@thepolicyplace.co.nz).

More information about your rights and our obligations in relation to privacy can be obtained from the Office of the Privacy Commissioner at [www.privacy.org.nz](http://www.privacy.org.nz) or PO Box 10094, The Terrace, Wellington 6143, New Zealand.