

ECOVIS KGA LIMITED
PRIVACY POLICY

Ecovis KGA Limited complies with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see www.privacy.org.nz

We collect personal information from you, including information about your:

- identity
- date and place of birth
- contact information
- location
- computer or network
- interactions with us
- billing or purchase information

We collect your personal information in order to:

- to verify your identity
- to provide services and products to you
- to market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose)
- to improve the services and products that we provide to you
- to undertake credit checks of you (if necessary)
- to bill you and to collect money that you owe us, including authorising and processing credit card transactions
- to respond to communications from you, including a complaint
- to conduct research and statistical analysis (on an anonymised basis)
- to protect and/or enforce our legal rights and interests, including defending any claim
- for any other purpose authorised by you or the Act and
- to meet our professional obligations in servicing our clients and ensuring compliance with all statutory regulations.

Besides our staff, we share this information with relevant regulatory authorities or as required by law, in order to ensure that we meet all obligations placed upon us by statute, regulation and professional requirements.

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

Providing some information is optional. If you choose not to enter any of the requested information, we may be unable to meet all compliance obligations and that may result in us not being able to fulfil all services for which we have been engaged.

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 admin@ecoviskga.co.nz or (09) 921 4630, or by appointment at Level 2, 5-7 Kingdon Street, Newmarket, Auckland.

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse. Your information is stored on a secure server to which access is limited and only authorised personnel are allowed to view that information.