

Allworks Limited Privacy Statement

Allworks Limited including its employees ("we "us "our") take the protection of personal information and the general privacy of its customers, suppliers, and enquirers extremely seriously. We comply with the Privacy Act 2020 when dealing with personal information. Personal information is information about an identifiable natural person ("Personal Information").

This Privacy Policy explains how we will collect, use and disclose your Personal Information, and how you can exercise your rights in relation to your Personal Information.

This Privacy Policy applies across all of our websites/platforms and any other products, works or services we may provide to you ("Services"). In engaging with the Services you agree to be bound by and abide to our privacy policies. Please review the following to learn about our privacy policies.

1. Personal Information

By providing us with your Personal Information, you consent to the collection, use and disclosure of that information as described in this Privacy Policy.

2. Types of Information

The types of Personal Information we may collect about you includes, but is not limited to your:

- a) Name.
- b) Contact details, such as your email address, phone number, residential address and postal address.
- c) Date of Birth.
- d) Sex and/or Gender.
- e) Billing information.
- f) Financial Information.
- g) Computer/network Internet Protocol (IP) address.
- h) Identification information, such as your driver's license or passport.
- i) Personal opinions, results, testimonials, or feedback you provide.
- j) Other data collected that could directly or indirectly identify you.
- k) Any other information as you may wish to input through this website.

3. Collection of your Personal Information

We collect your Personal Information directly from you, where this is possible and practicable.

We may also collect your Personal Information:

- a) from someone else, where you have authorised this;
- b) from publicly-available sources;
- c) automatically, when you visit or use our website and social media platforms. Some of this information may be collected using cookies and similar tracking technologies.

4. Use of your Personal Information

Any Personal Information we collect will be used for responding to enquiries, requests for quotes and consultations and providing our Services to you.

We may also collect your information for the following purposes:

- a) to deliver our Services to you;
- b) to facilitate communication with you;
- c) to verify your identity;
- d) to assist in providing better Services to you by tailoring the Services to meet your needs;
- e) to undertake credit checks of you (if necessary);
- f) for the purpose of facilitating/enforcing payment;
- g) to provide relevant marketing and advertising;
- h) to improve our Services based on your feedback;
- i) to provide you access to the products and / or Services you request;
- j) to publish articles that provide information to site users;
- k) to publish testimonials and / or reviews using your name;
- l) to allow us to run our business and perform administrative and operational tasks;
- m) to protect and/or enforce our legitimate business interests and legal rights, including defending any claim and compliance with regulatory and audit functions; and
- n) for any other purpose authorised by you or by the Privacy Act 2020.

If you do not provide us with some of the Personal Information we request, we may be unable to provide you with the Services you have requested.

5. Disclosure of Personal Information

We take the protection of Personal Information and the general privacy of our customers, suppliers, and enquirers with paramount importance. We may share your Personal Information with third parties to the extent necessary to provide our Services to you. These third parties include but are not limited to:

- a) payment providers;
- b) accounting service providers;
- c) website and IT service providers;
- d) reference agencies;
- e) collection agencies;
- f) marketing providers;
- g) any other third party contractors and suppliers to enable them to provide services and products to us in relation to the running of our business;
- h) Actual or potential buyers (and its agents and advisors) in connection with an actual or proposed purchase, merger or acquisition of any part of our business;
- i) Regulators, law enforcement bodies, government agencies, dispute resolution providers, or other third parties where we consider it is necessary to comply with applicable laws or regulations, or to exercise or defend our legal rights;
- j) Other people, where authorised by you.

6. Storage of Personal Information

The security of your Personal Information is important to us. We endeavour to protect your Personal Information with safeguards and security measures such as cloud storage and password protection.

We will take reasonable technical and organisational precautions to prevent the loss, misuse or unauthorised alteration of your Personal Information. However, we cannot guarantee the privacy or confidentiality of your Personal Information. x

7. Retention of Personal Information

All Personal Information provided to us will not be disclosed, leased, traded, loaned, or sold unless authorised by you.

We will keep your Personal Information for as long as we have a legal or business need to retain it. After the end of this period, we will delete or anonymise your Personal Information.

8. Your right to Personal Information

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.

Subject to certain grounds for refusal set out in the Privacy Act 2020, you have the right to:

- a) be provided full information about your Personal Information that we hold;
- b) require that we correct any incorrect information we hold about you;
- c) ask that we delete or destroy your Personal Information;
- d) ask that we restrict the use of your Personal Information;
- e) object to the use of your Personal Information by us; and
- f) receive your Personal Information in a structured and commonly used.

Please note that certain conditions may apply to the exercise of these rights. Any request must be submitted to us in writing (refer to the Contact Information at the bottom of this document). We may impose a charge for complying with your request for access to or correction of your Personal Information.

9. Changes in Privacy Policy

We may occasionally make changes to our Privacy Policy. We encourage you to review the policy regularly for the latest information on our privacy practices.

10. Questions

Your privacy is important to us. If you have any questions or concerns please write to us. We attempt to respond in a reasonable time to questions and concerns about our Privacy Policy and procedures.

11. Contact Information

For any questions, requests or concerns please contact us at:

info@allworks.co.nz

(04) 9397782

59 Ottawa Road, Ngaio, Wellington 6035, New Zealand.

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