

# POINT GEODATA PRIVACY POLICY

## INTRODUCTION

Point Geodata Limited (we, us, our) 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](http://www.privacy.org.nz).

## CHANGES TO THIS POLICY

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

This policy was last updated on 2 July 2021.

## WHO DO WE COLLECT YOUR PERSONAL INFORMATION FROM

We collect personal information about you from:

- you, when you provide that personal information to us, including via the website and through any contact with us (e.g. telephone call or email), or when you use our services.
- third parties where you have authorised this or the information is publicly available.

If possible, we will collect personal information from you directly.

The types of personal information we may collect and process depends on whether you are a potential or existing client or business partner, or a user of our website or an applicant to a position within Point Geodata.

## INFORMATION WE MAY COLLECT

- Your name
- Company
- Title
- Email address
- Telephone number
- Your IP address
- Information obtained through our cookies and widgets. For more information please see our Website Terms of Use
- Information gathered from public sources such as internet searches.

## HOW WE COLLECT YOUR PERSONAL INFORMATION

- Through requests or inquiries to us through email, phone, messaging, social media sites, blogs or in person.
- Through marketing related messages
- Through business events or conference
- Through access to our website (cookies may be placed on your computer or mobile device)
- Through provisions of services for or otherwise contracting with us
- Through the development of business partnerships

## HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information for legitimate business purposes, including marketing our services, performing obligations under a contract we hold with you, engaging in business development activities or as otherwise permitted by applicable law. The following are examples of the ways we use your personal information for business purposes

- To provide professional services
- To engage you as a business partner
- To pursue or contract for work
- To answer any inquiries or requests you make
- To further communicate with you on any matter relating to your inquiry or request
- To contact you about our other information and services that may be of interest to you
- to market our services you, including contacting you electronically (e.g. by text or email for this purpose)
- to improve the services that we provide to you
- To otherwise conduct everyday business activities
- 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.

## DISCLOSING YOUR PERSONAL INFORMATION

We will not sell, rent or trade your personal information to any third party. We may disclose your personal information to:

- any business that supports our services, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- any third party service providers, who process data on our behalf
- A business that supports our services and products may be located outside New Zealand. This may mean your personal information is held and processed outside New Zealand.
- a credit reference agency for the purpose of credit checking you
- other third parties (for anonymised statistical information)
- a person who can require us to supply your personal information (e.g. a regulatory authority)
- any other person authorised by the Act or another law
- any other person authorised by you.

## PROTECTING YOUR PERSONAL INFORMATION

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

## ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at [insert email address]. Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

## INTERNET USE

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.

## **COOKIES**

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of the website.

## **CONTACTING US**

If you have any questions about this privacy policy, our privacy practices, or if you would like to request access to, or correction of, your personal information, you can contact us at [info@pointgeodata.co.nz](mailto:info@pointgeodata.co.nz).