



*we change behaviour*

## **Privacy Statement**

**212F (NZ) Ltd**

NZBN: 9429038186738

In this policy, “us”, “we” or “our” means 212f and its related corporate bodies.

We are committed to protecting the privacy of all personal information provided to us and all personal information stored on the 212f website (and all related websites owned by 212f) (Site) as set out in this policy.

### **Personal Information**

In keeping with the provisions of the Privacy Act 1993 this site and program are committed to an individual’s right to keep personal information private.

When used in this policy, the term “personal information” has the meaning given to it in the Privacy Act 1993 (Cth) (Privacy Act) and includes any information that we collect that personally identifies you or you are reasonably identifiable from.

### **Personal Information Collected**

The types of personal information we may collect from you includes, but is not limited to, the following:

names and addresses;  
email details;  
Phone number;  
profession, occupation or job title;  
computer IP addresses; and  
any additional information relating to you that you provide to us directly through our websites or indirectly through use of the Site.

### **Cookies and Statistical Analysis**

The Site uses cookies. When you visit the Site, certain information may be recorded for statistical purposes. Such information enables us to improve our products and services.



***we change behaviour***

The information that may be recorded includes information regarding your:

server address;  
domain name;  
date and time of visit;  
previous websites visited; and  
browser type.

### **How Personal Information is Collected**

We collect your personal information directly from you unless it is unreasonable or impractical to do so.

We do this in ways including:

by way of dealing with you in person;  
over the telephone;  
through the Site (including details entered upon registration for use of the Site or use of any of the template documents) or email server; and  
through customer feedback or survey forms.

We may also collect personal information from a third party where you have consented to the personal information being provided by the third party (for example where an employer provides information about one of their employees to the Site for the purpose of using our services).

### **Purpose of Collecting, Holding, Using and Disclosing Personal Information**

The primary purpose for which we collect information about you is to enable us to perform our business activities, functions and services and to provide customer service effectively.

We collect, hold, use and disclose your personal information for the following purposes:

to provide products and services to you;  
to provide you with information about our existing and new products and services (including for direct marketing purposes);  
to communicate with you including by email, mail or telephone;  
to manage and enhance our products and services;  
to personalise and customise your experience with our products and services;



***we change behaviour***

to verify your identity;  
to provide as part of business data to third parties if you have authorised us to do so;  
to investigate any complaints about, or made by, you;  
to investigate any suspected breach of any of our terms and conditions or unlawful activity engaged in by you; and  
as required or permitted by any law.

If you do not provide us with the personal information described in this policy:

we may not be able to provide you with information about products and services that you requested;  
we may not be able to provide you with the products or services you requested;  
we may be unable to tailor the content of the Site to your preferences and your experience of the Site may therefore not be useful.

### **Direct Marketing Materials**

We may use personal information for reasons, including updating you on our latest products, services and news. These communications may be sent in various forms, including mail, SMS or email, in accordance with applicable marketing laws.

You can opt out of this service at any time by clicking on the “unsubscribe” link.

### **Disclosure of Personal Information**

We may disclose your personal information to:

our employees, related bodies corporate, contractors or external service providers for the operation of the Site or our business, fulfilling requests by you, and otherwise provide products and services to you;  
our existing or potential agents, business partners or joint venture entities or partners;  
specific third parties authorised by you to receive information held by us; and  
the police, any relevant authority or enforcement body, or your Internet Service Provider or network administrator.

### **Storage & Security of Personal Information**

While we take all reasonable steps to ensure the security of our system, we cannot provide any guarantee regarding security of the personal information and other data transmitted



***we change behaviour***

to the Site and we will not be held responsible for events arising from unauthorised access of your personal information.

We allow you to access your information at any time to keep it accurate and up to date. You can also play an important role in keeping your personal information secure, by maintaining the confidentiality of any password and accounts used on the Site. Please notify us immediately if there is any unauthorised use of your account by any other Internet user, or any other breach of security relating to your account at [info@212f.co.nz](mailto:info@212f.co.nz).

## **Links**

The Site may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third-party website. Third party websites are responsible for informing you about their own privacy practices and policies.

## **Access to and Correction of your Personal Information**

If you wish to verify or correct any of the details you have submitted to us, you may do so by contacting us via [info@212f.co.nz](mailto:info@212f.co.nz). You have the right to access the information which we hold about you and for corrections to be made to this information.

Our security procedures mean that we may request proof of identity before we reveal personal information. This proof of identity will take the form of your e-mail address and password submitted upon registration. You must therefore keep this information safe as you will be responsible for any action which we take in response to a request from someone using your e-mail and password.

## **Contact Us**

Any questions or concerns that you have regarding this Privacy Policy or a breach of the Privacy Act should be directed to [info@212f.co.nz](mailto:info@212f.co.nz).

Once we receive a complaint, whether it is in writing or verbal means, we will endeavour to commence an investigation as soon as practicable. The investigator will endeavour to determine the nature of the breach and how it occurred. We may contact you during the process to seek any further clarification if necessary. We will also contact you to inform you of the outcome of the investigation and where a breach is found we will discuss your concerns and outline options regarding how they can be resolved.



*we change behaviour*

### **Data Protection Officer (DPO)**

We take your data security seriously, in addition to our commitments to the Privacy Act, we have appointed a Data Protection Officer (DPO). The DPO can act on your behalf and advise you on what data we hold and can have all records erased at your request. To contact the DPO, please add DPO in the title of your message directed to [info@212f.co.nz](mailto:info@212f.co.nz).

We will aim to ensure that all questions and concerns are resolved in a timely and appropriate manner.

### **Privacy Policy Amendment**

From time to time, we may review and update our Privacy policy. Revised versions will be updated on the Site.