

# PRIVACY POLICY

Corporate Risks (1997) Limited (“**Corporate Risks**”) are committed to protecting the privacy of all personal information that we collect and encounter in conducting our business.

“**Personal Information**” means any information about an individual whose identity is apparent or can be reasonably ascertained from the information and identifies and/or relates to you or other individuals.

This Privacy Policy describes how we handle personal information that we collect from clients of Corporate Risks and other means including initial enquiries, telephone calls, emails and other communications with us, as well as investigators, witnesses or other third parties involved in our business dealings with you.

Your privacy is important to us. In this Privacy Policy, we set out the principles which apply to any personal information which we collect about you (whether from you or from other sources).

We do NOT sell or disclose your personal information to others for the purpose of allowing them to direct market their products and services.

## **1. Collection and storage of personal information**

In accordance with the Privacy Act 2020 (“**the Act**”), our investigators will obtain the necessary consent from clients of Corporate Risks to use and disclose personal information. Corporate Risks utilises security procedures to protect the information that is retained and/or held by us.

We use appropriate security procedures to protect the information that we hold. We can confirm the abilities to access and utilise personal information within Corporate Risks is strictly limited in order to prevent any misuse or unlawful disclosure of the personal information.

Investigation files, reports and related documents are held within the database of Corporate Risks for a limited time frame subsequent to the completion of the relevant investigation. Where the personal information collected by Corporate Risks is no longer required, we securely dispose of that information.

## **2. Communicating with you:**

Each time you request us to provide you with services, we may send you an email or SMS or call you by telephone to verify the order and confirming details of the services requested and for the purposes of communicating with you in relation to any services you may have requested. We may also send you our service email communications from time to time regarding any technical administrative or legal notices and services that we consider appropriate.

### **3. Use and Disclosure of Personal Information:**

We can confirm that any and all information that is obtained by us is dealt with on a **strictly** confidential basis. All information that is collected is only disclosed to client(s) who have instructed us or as required by Law. The information that is obtained by Corporate Risks is **not** disclosed to any unauthorised party or used in anyway.

### **4. Access to and Deletion of your Personal Information:**

- 4.1 Supply of your personal information to us is voluntary. At all times you have the right to inspect your personal information and to request correction where it is in error. If any of the personal information we hold about you is inaccurate, incomplete, or out of date, please contact us immediately and we will take reasonable steps to correct this information.
- 4.2 We are required to retain your account information which may include personal information for as long as we have a lawful purpose for keeping this information. This is because we may need to access historical information for regulatory and business reporting purposes which may arise. We will only retain personal information for a lawful purpose and will destroy or de-identify any personal information if the purpose for which we collected the personal information from you no longer exists or applies.
- 4.3 To request access or correction to your personal information, please contact our Privacy Officer at the address below.

### **5. Data Security:**

- 5.1 Please note the terms of our statement on Security of Information (as referred to Clause 1 above).
- 5.2 We take reasonable security measures to safeguard your personal information. This includes implementing data security safeguards based upon generally accepted industry standards to protect personal information from unauthorised access, use, disclosure, alteration, or loss.

### **6. Changes to this policy:**

The terms of this privacy policy are subject to change at any time, without notice to you. If we decide to change this privacy policy, we will post such changes on our website.

## **7. Further information**

If you have any questions about this privacy policy, or the use of your personal information, or if you wish to request us to correct or stop using your personal information in any way, please contact Corporate Risks on (03) 365 8612 or email [pat@corporaterisks.co.nz](mailto:pat@corporaterisks.co.nz).

For further information regarding the Privacy Act, you can view the full Privacy Act 2020 on:

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS223.html>