

## **Privacy Policy – Electrical Inspection Services Limited**

Electrical Inspection Services Limited (“**EIS**”) has a firm commitment to privacy. This Privacy Policy discloses our information gathering and usage practices. For additional information about EIS, please review our Terms and Conditions.

### **1. Definitions**

1.1. In this Policy the following terms shall have the following meanings:

- (a) “**EIS**”, “**us**”, “**our**” and “**we**” refer to Electrical Inspection Services Limited;
- (b) “**you**” and “**your**” refer to the user of the Site;
- (c) “**the/this Site**” means EIS’s website, located for the time being at 2inspect.co.nz

### **2. General**

2.1. The Privacy Act 1993 applies to the collection, use, storage and disclosure of personal information that you provide to us when accessing this Site.

2.2. We gather certain information about users of the Site. This information includes:

- (a) information that specifically identifies an individual (such as a name, address, telephone number, mobile number, e-mail address, credit card number or other account number);
  - (b) information about that individual's location, activities and work experience, such as information about his or her use of the EIS service, when directly linked to personally identifiable information.
  - (c) includes demographic information such as date of birth, gender, geographic area and preferences when such information is linked to other personal information that identifies you.
3. Any information that you provide to us when accessing this Site is collected and stored by us. EIS will only collect personal information which is necessary for our business functions and activities, or to comply with our legal or regulatory obligations.
4. EIS collects and uses your personal information for a range of purposes. The information we collect may be used for the following purposes:
- (a) To verify your identity and/or the accuracy of that information (including using the information to contact you);
  - (b) To be able to communicate with you in connection with services you have obtained from us;
  - (c) To be able to offer better or improved use of the Site;
  - (d) To ensure that you can access members only areas (where relevant);
  - (e) To fix system errors and for support services;
  - (f) To customise/personalise the information you receive from our Site;
  - (g) For our research, so that we can improve our and services and tailor them to better suit your needs;
  - (h) To track how the Site is used and to identify trends and demographics.

### **3. Disclosure**

- 3.1. We do not sell, share or lease any personal information to third parties in any way other than what is disclosed in this Policy. We will release your information to third parties only when we believe release is appropriate to comply with the law; enforce or apply our terms and conditions; or protect the rights of EIS, our users, employees or others.
- 3.2. In the event that we engage or partner with third party vendors, consultants or other service providers in connection with the operation of the Site and our services ("Service Providers"), we may share personal information with such Service Providers who need access to such information to carry out their work for us. In addition, we may offer various features through a third party Service Provider. When you use these services, you would be providing personal information directly to the provider of these services, and the provision of such information would be subject to that Service Providers own privacy policy.

### **4. Access to and updating of information**

- 4.1. Upon your written request, we will release to you any information we hold about you, subject to Part 4 of the Privacy Act 1993 - *"Good reasons for refusing access to personal information"*.
- 4.2. You are entitled to request correction of any information held by us about you. Please contact us via email if you wish any information to be corrected.
- 4.3. Correspondingly, we will take reasonable steps to correct that information and to ensure that all information held by us about you is accurate, up to date, complete, and not misleading.
- 4.4. If you make a request for the release of or correction of information held by us about you, we may require payment by you for our reasonable costs in complying with your request this is to the extent permitted by section 35 of the Privacy Act 1993.

### **5. Control of your user name and password**

- 5.1. You will be given the option to create a user name and password for the Site, which will provide you with access to our online portal.
- 5.2. You are responsible for all actions taken with your user name, email address and password, including fees. Therefore we do not recommend that you disclose your EIS password to any third parties. If you choose to share your user name, email address and password or your information with third parties, you are responsible for all actions taken by them.
- 5.3. It is important for you to protect against unauthorised access to your password and to your computer. Ensure you logout when you have finished visiting this site, especially if you are accessing it from a shared computer.

### **6. Protection of Information**

- 6.1. EIS endeavours to secure your personal information from unauthorised access, use or disclosure by putting into place measures to safeguard the information we collect. Please be aware, however, that despite our efforts, no security measures are perfect or impenetrable, and that we cannot guarantee that the Site or EIS services will be free of any defects or flaws that affect your use of it or the security of your information.

## **7. Credit card security**

7.1. We work diligently to protect the security of your personal information, including credit card information.

7.2. Credit card and billing information may be obtained from you via a Secure Socket Layer connection (SSL), which is fully encrypted. This information and your other personal information will be kept safe and secure. We may use credit card or other payment account information provided by you to make withdrawals from your account in exchange for payment for any services and to provide you with advertising content, marketing messages, promotional material and other offers, including on behalf third parties. We do not share this information with any third party except for those companies responsible for processing credit card transactions for us. If you do not want us to store this information, please let us know at the time you enter these details (you will have the ability to do this on our payment page at the time you enter this information).

## **8. Updates to our information practices**

8.1. From time to time, we may make changes to our information practices or alter the functionality of the Site. We will always endeavour to update this statement regularly, so we encourage you to periodically review this page for the latest information on privacy practices at EIS. Your use of the Site following the posting of such changes or revised statement shall constitute your acceptance of any such changes.

If you have any questions about our privacy policies or any other matter, please contact us.