

PRIVACY POLICY

INTRODUCTION

Smart Tenants (we, us, our) complies with the New Zealand Privacy Act 1993 (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.

This privacy policy applies to personal information of users of the Smart Tenants website. By using the Smart Tenants website or providing personal information to us you acknowledge that you consent to the collection, use and disclosure of your personal information in accordance with the practices described in this policy.

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.

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 any related service, through any registration or subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products
- third parties where you have authorised this or the information is publicly available.

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

WHAT INFORMATION DO WE COLLECT

We collect and store the following personal information:

- information you enter on our website and information you give to us in any other way, including: your email, current or previous address, name or nickname,
- automatically generated information about your computer and session data,
- automatically generated information regarding your online activity e.g. content viewed and pages visited.

If you choose not to provide information to us you may not be able to use some of the features of our service. Some information may also be required in order for you to ask us a question or initiate other transactions on our site.

INFORMATION ABOUT OTHERS

You must obtain the consent of other individuals before providing their personal information to us. We do not accept any responsibility for the accuracy of personal information you provide to us about third party individuals.

HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information for the following purposes:

- to verify your identity when you register, access and use the service,
- to provide our service to you and others and to enable us to publish your reviews, forum posts and comments,
- to market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose),
- to measure how you use the service and to improve the service that we provide to you,
- to respond to communications from you, including a complaint,
- to bill you and to collect money that you owe us, including authorising and processing credit card transactions;
- to gather information from you e.g. via surveys,
- 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.

We may send you digital communications to market our services and to communicate product updates. The digital communications will contain links that allow you unsubscribe from the mailing list.

DISCLOSING YOUR PERSONAL INFORMATION

We may disclose your personal information to:

- our authorised employees to perform permitted business functions,
- another company within our group,

- any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data center or mailing service that we use to provide the website or other services,
- other third parties for anonymised statistical information,
- 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 (e.g. a law enforcement agency),
- any other person authorised by you.

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.

We also may share your information with third parties:

- if it is the purpose (or directly related purpose) for which the information was collected,
- In connection with a corporate transaction e.g. consolidation, sale, divestiture, merge or bankruptcy.

PROTECTING YOUR PERSONAL INFORMATION

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse. We implemented appropriate technical and administrative measures to help protect your information.

We are not responsible for any breach of security outside our control. Internet connections are never entirely secure and we do not warrant that our website is completely secure. There is a risk that information you share with us may be intercepted by other parties.

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 smarttenantsnz@gmail.com. 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 cost 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 post your personal information on the website's forum or review service, you acknowledge and agree that the information you post is publicly available.

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.

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to provide you optimal experience when you use 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.

GOOGLE ANALITYCS

Smart Tenants uses the Google Analytics Service to measure and understand the usage patterns and behaviors of our users and to improve our service. We use Google Analytics Demographics and Interest reporting to be able to provide our audience with more relevant content. The information provided by Google is aggregated and anonymous. To opt out of Google Analytics Display Advertiser Features visit: <https://tools.google.com/dlpage/gaoptout/>.