

## **AllProcure Privacy Policy**

### **1. Our Privacy Policy**

1.1 Welcome to AllProcure. We respect and are committed to protecting the privacy and personal information of all people who:

- (a) Complete an enquiry to use our Services;
- (b) Use our Website: [www.allprocure.co.nz](http://www.allprocure.co.nz); and/or
- (c) Otherwise supply us with personal information in association with our Services.

Our Privacy Policy is based on the Information Privacy Principles in the New Zealand Privacy Act 1993.

### **2. Variation**

2.1 We reserve the right to vary this policy at any time, effective immediately upon posting on our Website. This privacy policy was last updated on 27 November 2017.

### **3. How information is collected by us**

3.1 We collect personal information from you in the following ways:

- (a) When you input your information into our enquiry/contact forms used in connection with enquiries regarding the Services;
- (b) When you become a member to use any of our Services by completing a membership agreement;
- (c) In the course of providing the Services to you;
- (d) When you agree to become, or otherwise discuss becoming, a preferred supplier;
- (e) When you sign up to receive updates and information from us; and/or
- (f) When you visit the Website, we collect Website use information such as your IP address and browser type and may collect information using Cookies.

#### **4. Use of information collected by us**

- 4.1 Personal information such as your name, address, phone number and email address and details of your use of our Website may be used to improve business processes, such as our security, speed and information systems. We will not disclose your personal information to any other party unless we are required to do so by law, or with your express consent.
- 4.2 If you sign-up to receive further information regarding our Services or to use our Services pursuant to our terms and conditions, then any input information that you provide us will be confidential information held pursuant to the terms and conditions. We may use this information as part of this provision of the Services to you or to continue to improve our Services, but we will not disclose this information to any third party unless compelled to do so by law, or with your express consent.
- 4.3 Our terms and conditions provide that we will provide some personal information of members to our preferred suppliers and that you expressly consent to such provision of information.
- 4.4 If you sign-up to use our Services we may collect your personal information for billing purposes.
- 4.5 At any time, we may use the information collected to produce reports, aggregate usage, and summary data which may be shared with a third party or used by us to better understand how our customers are using our Services so that we may endeavour to make improvements. This information will not identify any individual personally or any company.
- 4.6 We will not use or disclose your personal information in any way, other than in accordance with this Policy or the New Zealand Privacy Act 1993.

#### **5. Security of information collected**

- 5.1 We will endeavour to protect all information we collect about you. The personal information collected is encrypted and stored securely and is only accessible to AllProcure staff. All AllProcure staff who have access to personal information will maintain strict confidence at all times.

#### **6. Access and correction**

- 6.1 Under the New Zealand Privacy Act 1993, you have the right to seek access to information which we hold about you and to correct that information if it is incorrect. You may access, change or request destruction of information that we have collected about you by placing your request in writing and sending your request to us by:

- (a) Email to lindsey@allprocure.co.nz;
- (b) Letter to Lindsey Haagh, PO Box 57117, Mana, Porirua 5247.

6.2 Upon expiry or termination of the Services' term, we will maintain your information for a period of at least 6 months. At your request, we will extract any of your information that we hold and deliver the information to you in a common electronic file format.

6.3 We will have access to information for the provision of the Services and support of those Services and as set out in our terms and conditions.

## **7. User Communications**

7.1 We may from time to time send communications to members, such as Service information, Services updates and regular newsletters. Where appropriate instruction will be provided on how to unsubscribe and opt out of further communications. We will remove the member from the communication list as soon as possible if they unsubscribe or opt out.

## **8. Your IP address**

8.1 When you use our Website, we may use your IP address to help diagnose problems with our server and to administer our Website. Your IP address is also used to help identify you and to gather demographic information.

## **9. Use of specific technologies**

9.1 Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes. Cookies do not identify you personally but do identify your computer. Most web browsers are set to accept Cookies. We may use Cookies to save your password so you do not have to re-enter it each time you visit the Website and for other purposes relating to your use of the software through the Website. We may also use Cookies for tracking the statistics of the Website to allow us to better understand our users and to improve the functionality and layout of the Website. If you do not wish to receive any Cookies, you may set your browser to either prompt you or refuse Cookies. Please note that rejecting Cookies may disable your browser from accessing many parts and functionality of the Website and software.

## **10. Links to other Websites**

10.1 We provide links to third party websites or our Website for your convenience and information. These linked sites are not under our control, and we are not responsible for the privacy practices or content of those sites. Before

disclosing your personal information on any other website, we suggest that you review the privacy policy on those websites.

## **11. Definitions**

- 11.1 **“AllProcure”** or **“we/us/our”** are all references to AllProcure Limited.
- 11.2 **“Website”** means and includes [www.allprocure.com](http://www.allprocure.com) and any page derived from this Website and any internet page owned by AllProcure.
- 11.3 **“Services”** means the procurement services supplied by AllProcure pursuant to which AllProcure offers preferential terms and conditions to its members for the supply of certain goods and services.
- 11.4 **“Terms and conditions”** are:
- (a) for members or prospective members, the terms and conditions contained in the Membership Agreement that you agree to when you sign up to become a member to be eligible to receive our Services; and
  - (b) for Preferred Suppliers or prospective Preferred Suppliers, the terms and conditions you agree to when you agree to be one of our preferred suppliers.