

# Data Privacy Policy

Effective Date: January 1, 2021

This policy explains how our organization collects, uses, and protects the personal data of our internal and external guests. Internal guests are our employees, contractors, and partners. External guests are our customers, clients, and visitors. Personal data is any information that can identify or relate to a natural person, such as name, email, address, phone number, or payment details.

## What data do we collect and why?

- We collect personal data from internal guests to manage their employment or contractual relationship with us, such as payroll, benefits, performance, and communication.
- We collect personal data from external guests to provide them with our products or services, such as registration, billing, delivery, and support.
- We also collect personal data from both internal and external guests to comply with legal obligations, such as tax, audit, and security requirements.
- We may also collect personal data from both internal and external guests to improve our products or services, such as feedback, surveys, and analytics.

## How do we protect your data?

- We implement appropriate technical and organizational measures to safeguard your data against unauthorized or unlawful access, use, disclosure, alteration, or destruction.
- We limit the access to your data to only those employees, contractors, and partners who have a legitimate business need to do so.
- We encrypt, anonymize, or pseudonymize your data whenever possible to reduce the risk of identification or harm.
- We retain your data only for as long as necessary to fulfil the purposes for which it was collected, or as required by law.

## What are your rights and choices?

- You have the right to access, correct, update, delete, or restrict the processing of your data, subject to applicable laws and regulations.
- You have the right to object to the processing of your data for direct marketing purposes, or for any other purpose that is based on our legitimate interests.
- You have the right to withdraw your consent to the processing of your data at any time, if you have given us your consent for a specific purpose.



- You have the right to lodge a complaint with a supervisory authority if you believe that your data protection rights have been violated.

If you have any questions or requests regarding your data privacy, please contact us at [admin@hfesnz.org.nz](mailto:admin@hfesnz.org.nz).