## **Privacy Policy**

#### **Personal information collection**

Reid & Harrison may collect and use the following kinds of personal information:

- information about your use of this website;
- information that you provide using for the purpose of registering with the website;
- information about transactions carried out over this website;
- information that you provide for the purpose of subscribing to the website services; and
- any other information that you send to Reid & Harrison.

## **Using personal information**

Reid & Harrison may use your personal information to:

- administer this website;
- personalise the website for you;
- enable your access to and use of the website services
- send to you products that you purchase;
- supply to you services that you purchase;
- send to you statements and invoices;
- · collect payments from you; and
- send you marketing communications.

Where Reid & Harrison discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Reid & Harrison may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### Securing your data

Reid & Harrison will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Reid & Harrison will store all the personal information you provide on its secure servers.

Information relating to electronic transactions entered into via this website will be protected by encryption technology.

### **Cross-border data transfers**

Information that Reid & Harrison collects may be stored and processed in and transferred between any of the countries in which Reid & Harrison operates to enable the use of the information in accordance with this privacy policy.

You agree to such cross-border transfers of personal information.

#### **Updating this statement**

Reid & Harrison may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

# Other websites

This website contains links to other websites.

Reid & Harrison is not responsible for the privacy policies or practices of any third party.

# **Contact Reid & Harrison**

If you have any questions about this privacy policy or Reid & Harrison's treatment of your personal information, please write:

by email to: office@rh-services.co.nz; or

by post to: PO Box 254, Matamata, New Zealand