



PRIVACY POLICY FOR REPORTING SERVICES

Report It Now Limited (“we”, “us” and “our”) is committed to protecting your privacy in accordance with this privacy policy and the Privacy Act 1993. This privacy policy describes how we collect, use, store and disclose personal information and explains your rights in relation to those activities.

1. How we collect information

- 1.1 We will only collect information from you through you filling in forms on our website and telephone conversations with us. This includes information you provide when you complete a report about your workplace and any follow up correspondence.
- 1.2 No personal information is automatically collected from you. Personal information is only collected and stored when you voluntarily give such information to us.
- 1.3 Cookies, web beacons and other technologies may be used on our website which automatically collect certain types of information. A cookie is a tiny element of data sent by a website to your browser, which may then be stored on your hard drive so we can recognise you when you return to our website. You may set your browser to notify you when you receive a cookie and, if you wish, to reject it. However, rejecting cookies may affect your ability to use the services on our website. Web beacons allows us to generate statistics about how our website is used. Web beacons are not used to access personally identifiable information. Your Internet Protocol (**IP**) address may be recorded for the purposes of IT security, system improvement and trend analysis but will not be used to identify individual visitors.

2. Type of Personal Information

- 2.1 The personal information we may collect includes your name, gender, telephone number, email address, IP address and employment information.

3. Purpose of collecting information

- 3.1 You authorise us (and our employees, officers, agents, contractors) to collect, use and store personal information you provide for the following purposes:
 - (a) To provide services to our clients;
 - (b) For analysis in aggregate form (with identifiable characteristics removed so that you will remain anonymous);
 - (c) To update, and modify and improve our website;
 - (d) To meet regulatory purposes; and
 - (e) For any other purpose which is stated to you at the time of collection or that you otherwise authorise.



4. Use of personal information

4.1 The information you provide will be collated into a report or reports which we will provide to your employer. However, we will not disclose your personal information to any third party, including your employer, except that we are permitted to disclose your personal information to a third party, including your employer;

- (a) if you give us your written consent; or
- (b) to the extent required to enable us to comply with any legal obligation we may have.

4.2 Your personal information will not be kept longer than is permitted in light of the purposes for which it was collected. However, aggregated or anonymised data may be retained for longer.

5. Storage of personal information

5.1 We may store your personal information in hard copy and electronic formats. We will take reasonable steps to ensure that your personal information is treated securely and in accordance with this privacy policy. However, the transmission of information via the internet is not completely secure. We cannot guarantee the privacy or confidentiality of your personal information transmitted to our website. Any transmission is at your own risk. Once we have your personal information, we will take reasonable precautions to prevent the loss, misuse or unauthorised alteration of your personal information.

6. Access to, correction and deletion of personal information

6.1 You have the right to access, and request correction or deletion of, any of your personal information held by us, subject to certain limited exceptions permitted or required by law. You can exercise these rights in respect of your personal information held by us, by writing to us at:

info@reportitnow.co.nz

Report It Now™ Ltd
PO Box 9038
Waikato Mail Centre
Hamilton 3240

For your protection, we may need to verify your identity before implementing your request. Please note that we may need to retain certain information for recordkeeping purposes. There may also be residual information that will remain within our databases and our records, which will not be removed.



7. Business transitions

7.1 In the event of a change of ownership of all or part of Report It Now Limited or a sale of all or a portion of its assets, your personal information may be included in the assets transferred. We will notify you on our website of any such changes in ownership or control of your personal information.

8. General

8.1 This privacy policy does not address, and we are not responsible for, the privacy information or other practices of any third parties including your employer or any third party operating any site to which our website contains a link.

8.2 We reserve the right to make any changes to this privacy policy from time to time. Any updates or changes to this privacy policy will be posted on our website and other places we deem appropriate.