

PRIVACY POLICY

We recognise the importance of your privacy and understand your concerns about the security of the personal information you provide to us. We comply with the Information Privacy Principles (“IPP’s”) as contained in the *Privacy Act 1993*. The IPP’s detail how personal information is collected, used, stored and how an individual may gain access to personal information held about them and request correction of that personal information.

Personal information, as distinct from business information, is information about an identifiable person.

This policy details how LINAK New Zealand manages personal information, sets out some privacy rights in relation to personal information, and advises how you can contact us with privacy queries. Our policy is not aimed at curtailing the flow of business or business information, but simply ensuring personal information is handled in accordance with the Privacy Act.

Collecting Personal Information about you

In the course of doing business, LINAK New Zealand endeavours to collect business information only. However, the collection of personal information in some instances is unavoidable. We aim only to collect personal information that is necessary to perform the services your organisation has contracted us to provide or to provide credit to you or your organisation.

The type of personal information collected will depend on the goods or services you have asked us to provide, or may be interested in, and may include names, addresses, telephone and fax numbers and e-mail addresses.

At the time personal information is collected or as soon as practicable thereafter, we will advise you of:

- Our contact details;
 - The purpose for which the information is collected;
 - Your rights of access to and correction of the information held;
 - The type of organisations or recipients to which we may disclose that information;
 - The legal and other consequences of you not providing the information (if any);
- unless any of the above is obvious in the circumstances, or detailed on a collection form.

How do we use your personal information?

LINAK New Zealand may use and disclose your personal information for the original purpose for which it was obtained or any purpose directly related to that original purpose.

We consider that related purposes may include providing you with details about other services offered by us, or any of our related companies, as well as any promotions or sales relating to our business that may be of interest to you. You can opt out of receiving this information at any time by notifying us.

In some cases we may disclose your personal information to third parties, but only if it is required to complete the transaction you have entered into.

We may also disclose your personal information where we have sought your consent or as is otherwise allowed by law.

Transfer of Information outside of New Zealand

Except as disclosed below, we will not send your personal information outside of New Zealand unless:

- It is necessary to complete your transaction; or
- You have provided your consent; or

- We believed on reasonable grounds that the organisation involved would only deal with your personal information in a similar manner to the requirements under the Information Privacy Principles; or
- Where otherwise allowed by the Privacy Act.

LINAK New Zealand is a subsidiary of LINAK Australia Pty Ltd which in turn is a subsidiary of LINAK A/S in Denmark. There are also a number of other LINAK subsidiaries in other countries which have access to our database, but are restricted from using personal information attained unless it is for the primary purpose for which it was collected by LINAK New Zealand .

Storage and Security

Personal information is stored electronically, on paper, or both. LINAK New Zealand has physical, electronic and procedural safeguards for personal information and takes all reasonable steps to ensure that your information is protected. Data stored electronically is protected by both internal and external firewalls, and access to electronic records is limited by passwords.

Your personal information is stored within secure premises. Internally, steps are taken to ensure access to personal information is limited.

Please be aware that personal information provided by e-mail may not be secure. If you have any concerns regarding the security of your personal information, when sending e-mails, please provide information in an alternate form, such as facsimile. We do record your e-mail address if you send us an e-mail.

LINAK New Zealand uses secure methods to destroy or permanently de-identify your personal information when it is no longer needed. LINAK New Zealand will retain personal information while it is required for any of its functions, or for any other lawful purpose.

Access and Correction

In most cases, you will be able to gain access to personal information held about you by LINAK New Zealand. We may provide you with this information verbally or in writing, as may be appropriate. Where we do not agree to provide you with details of personal information we will give you reasons why.

You have the right to request a correction to any personal information we hold and we will take reasonable steps to amend or correct your personal information to keep it accurate and up to date. Please notify us of any changes to your personal (and business) information.

Privacy Concerns or Complaints

If you have any queries or concerns about your personal information, or would like to make a complaint, please contact our Privacy Officer for assistance.

How to Contact Us

You can contact us at the following address:

Privacy Officer
LINAK New Zealand Ltd
Unit G, 61 Hugo Johnston Drive
Penrose, 1061
AUCKLAND, NZ
Tel: 09 580 2071
Fax: 09 5802072
Email: privacyofficer@linak.com.au