



PRIVACY POLICY

Uno Design complies with the New Zealand Privacy Act 1993 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person). This policy sets out how we will collect, use, disclose and protect your personal information.

CHANGES TO THIS POLICY

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

WHO DO WE COLLECT YOUR PERSONAL INFORMATION FROM

We collect personal information from you:

- when you provide that personal information to us, including via the website and any related service, through any registration or subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products
- including your name, address, email address and contact phone numbers.

HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information to:

- provide services and products to you
- market our services and products to you, including contacting you electronically
- improve the services and products that we provide to you
- bill you and to collect money that you owe us, including authorising and processing credit card transactions
- respond to communications from you.

INTERNET USE

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk. If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

DISCLOSING YOUR PERSONAL INFORMATION

We may disclose your personal information to:

- any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- a person who can require us to supply your personal information (e.g. our suppliers, delivery people)
- any other person authorised by you.

PROTECTING YOUR PERSONAL INFORMATION

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

You may request to see the personal information held by Uno Design at any time. This information can be updated or corrected by emailing unodesign@unodesign.co.nz.