

Privacy Policy

This policy outlines the way in which Executive Coaching Centre Limited manages the personal information we hold about you.

We must comply with our obligations under the Privacy Act 2020 when dealing with your personal information. Any personal information you provide to us will be stored, used, and disclosed by us in accordance with this Privacy Policy.

Acceptance of this Privacy Policy

You accept this Privacy Policy, and authorise the collection, use, disclosure, storage and retention of your personal information by Executive Coaching Centre Limited as described in this Privacy Policy when you agree to use our services or by otherwise providing us with your personal information.

We may amend and update this Privacy Policy from time to time to take account of new laws and technology, changes to our operations and practices, and the changing business environment. We will amend this Policy by posting a revised version on our website, to be located at www.eccltd.co.nz. Any amendments will be effective immediately from the date they are posted,.

If you do not agree to these amended terms, you must let us know by email to iain@eccltd.co.nz.

Why does Executive Coaching Centre Limited collect personal information?

In general, we collect personal information for the following purposes:

- to conduct our business;
- to provide our services to you;
- to engage third parties on your behalf;
- to communicate with you;
- to help us manage and enhance our services;
- for health and safety, or security purposes; and
- to comply with our legal obligations, including (but not limited to) in relation to our anti-money laundering and sanctions compliance obligations.

What kinds of personal information does Executive Coaching Centre Limited collect?

In general, and depending upon the person's connection with Executive Coaching Centre Limited, the type of personal information we collect, and hold includes, but is not limited to:

- Names of individuals; and
- Email addresses, physical addresses, telephone and fax numbers of individuals.

How do we collect personal information?

Except as otherwise permitted by law, we will collect personal information:

- from you directly when you provide your details to us;
- from you indirectly (through emails, forms, subscription applications, face-to-face meetings, interviews, business cards, telephone conversations and through the use of the services and facilities available through our websites and social media channels);
- from third parties in some instances, for example:

- Analysing traffic at our websites and social media channels, which may involve the use of cookies;
- where a third party provides security-related services or services relating to anti-money laundering obligations; and
- from publicly available websites.

Who we may disclose your personal information to?

We may disclose your personal information to:

- other companies or individuals who assist us in providing services or who perform functions on our behalf (such as hosting and data storage providers, specialist consultants);
- other companies or individuals who perform checks that are necessary or desirable under law on our behalf;
- other companies, agencies or individuals that maintain databases against which your identity may be verified, which may include (but is not limited to) the New Zealand Department of Internal Affairs, New Zealand Transport Agency,
- social media sites on which we have a presence;
- anyone else to whom you authorise us to disclose it; and
- where we are required to do so by law.

Access, correction, and retention of your personal information

We endeavour to ensure that the personal information we hold is accurate, complete and up to date. We encourage you to contact us in order to update any personal information we hold about you. Contact details are set out below.

You have the right to correct any personal information we hold about you in accordance with the Privacy Act, including the right to request a statement to be attached to your information noting the correction sought, if we do not agree to make such correction.

Subject to the exceptions set out in the Privacy Act, you may seek access to the personal information which we hold about you by contacting our Privacy Officer (Executive Coaching Centre) at ian@ecclld.co.nz or on 021 575 449.

We will require you to verify your identity and to specify what information you require.

Management of personal information

We will take reasonable steps to protect the security of personal information. Our personnel are required to respect the confidentiality of personal information and the privacy of individuals.

We take reasonable steps to protect personal information held by us from misuse and loss and from unauthorised access, modification, or disclosure, for example by use of physical security and restricted access to electronic records.

We will only hold your information as long as necessary to comply with the purpose we have collected it for.

Where we no longer require your personal information, we will comply with our legal obligations in respect of that information.

Security of information

We do not make any warranties in relation to the security of any information you disclose or transmit to us and we are not responsible for the theft, destruction, or inadvertent disclosure of your personal information where our security measures have been breached.

Public statements

Should you wish to make public comments or statements about us, our services that we provide to you, or the relationship we have with you, we reserve the right to make such public comments as may be necessary to respond to your statements and/or correct any misconceptions or errors of fact.

Address details of Executive Coaching Centre Limited

The address of Executive Coaching Centre Limited, as the person collecting and holding your personal information, is 25B Yattendon Rd, St Heliers, Auckland 1071.

Questions, complaints, requests, or queries

If you have any questions, requests, or queries about privacy related issues, or wish to complain about the handling of your personal information by us, please contact our Privacy Officer at iain@eccltd.co.nz or on 021 575 449

We may ask you to lodge your complaint in writing. Any complaint will be investigated by the Privacy Officer and you will be notified of the decision in relation to your complaint as soon as practicable after it is made.

If we cannot satisfactorily resolve your concerns about our handling of your personal information, you can contact the Office of the Privacy Commissioner at:

PO Box 10-094, The Terrace, Wellington 6143;

Phone: 0800 803 909.

<http://privacy.org.nz/>.

Definitions

In this Policy:

We, us, and our means Executive Coaching Centre Limited.

Last updated: 2 June 2021

Executive Coaching Centre Limited