

## Bonisch Privacy Policy 2023

We take our privacy responsibilities seriously. This privacy policy explains how we collect, store, use, disclose, process and protect your personal information. We are committed to complying with the Privacy Act 2020 and good practice standards.

Please take the time to read it and contact us if you have any questions or requests relating to your personal information.

### Definitions used in this policy

*"Agreement"* means agency agreement or any other agreement that you have entered into with us;

*\*\*Bonisch Consultants Ltd trading as Bonisch*, "we", "us" and "our" refers to the Bonisch entity with which you have entered into a Client Engagement Agreement, which has provided you with services (Services) or to whom you have otherwise provided your personal information, and being:

*"personal information"* means information about an identifiable individual, as defined in the Privacy Act;

*"Privacy Act"* means the Privacy Act 2020 and includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of the Privacy Act, regulations or other instruments.

*"You", "Your"* includes any authorised representative who represents you (such as a solicitor, trustee, director), or where you are the authorised representative, the individual you are representing. If you provide us with any personal information of a another party, you confirm that you have collected that information in accordance with the Privacy Act (including complying with Information Privacy Principle 3) and are authorised by that person to disclose the information to us

### Application of this policy

This privacy policy applies to any collection of your personal information by us and should be read together with the terms of the Client Engagement Agreement. In the event of a conflict between this policy and the Agreement, the terms of the Client Engagement Agreement take precedence.

By providing us with your personal information or by signing an Agreement with us you consent to the collection, storage, use, disclosure and processing of your personal information in accordance with this privacy policy.

We may update our privacy policy from time to time to reflect changes in the law and our business practices.

We collect personal information from you, including information about your:

- Contact details (e.g. names, addresses, telephone numbers, email addresses and job titles).
- Professional details (e.g. job and career history, educational background and professional memberships, published articles, social media details).
- location
- computer or network
- interactions with us
- billing or purchase information

We collect your personal information in order to:

We collect, hold and process personal information from actual and prospective clients, suppliers, employees, job applicants, contractors and other individuals. We collect and hold this information for our necessary business purposes.

Besides our staff, we share this information with:

- our third-party service providers in order to carry out our business functions and activities; for credit assessment purposes, to invoice you for services provided to you and collect any debt owed to us by you (which may involve disclosing your personal information to debt collectors); any other lawful purpose connected with the function or activity of our business that we tell you about or you authorise (including in any Client Engagement Agreement).
- Our professional advisers (our professional advisers, including lawyers and insurers).
- At no time will Bonisch sell your personal information to any third parties, or transfer your personal information to any third parties for direct marketing use.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [admin@bonisch.nz](mailto:admin@bonisch.nz), or 03 218 2546, or PO Box 1262, Invercargill 9840.

This policy was last reviewed July 2023.