

29 June 2017

Privacy Policy 29-06-2017

## Privacy Policy

### **General**

The main types of information ASI Ltd collects are the contact details of customers such as name, address, telephone number, e-mail address and transaction related information. We collect most of this information directly from individuals when they are applying for an account and as they purchase products from us.

We value your privacy and will take all reasonable steps to ensure the security of the information. We require our employees and data processors to respect the confidentiality of any personal information held by ASI Ltd.

We will not disclose any personal information about you to a person, body or an agency that are not entitled to obtain this information. We do not share your details with thirds party companies, with the following exceptions

- Courier companies- Such companies and individuals will have access to specific personal information required to make deliveries, but may not use your details for any other purposes
- Debt collectors – we may forward overdue accounts to a debt collector
- What we are required by law

### **Access**

If at any time you want to know exactly what personal information we hold about you, you are welcome to access your record by contacting us by phone on +64 3 931 1471

If at any time you wish to alter personal information that is inaccurate or outdated, please contact us and we will amend this record. If you wish to have your personal information deleted, please let us know by calling us on the above number or by email, and we will take all reasonable steps to delete it unless we need it for legal reasons.

In order to maintain the accuracy of information we keep about you, we may contact you to check the accuracy of these records

It is necessary for you to register your details with us in order to place an online purchase through our website, however you have the right to choose not to receive emails or newsletters from us that are not related to your order or enquiry.

If you have opted in for newsletters or emails from us you have the right to opt out at any time by contacting us by phone on (03) 931 1471 or by email. [asi@asiltd.nz](mailto:asi@asiltd.nz)