

## **TakeON! (NZ) Limited PRIVACY POLICY**

In the course of operating our website and providing information and services, TakeON! (NZ) Limited (“we” or “our” or “us”) may collect, use, disclose and hold information about an identifiable individual (“Personal Information”).

This Privacy Policy describes the Personal Information, materials collected by us or our website and describes the purposes for which we may use, disclose or hold such Personal Information.

In this Privacy Policy, the following terms will have the following meanings:

**“Direct Marketing Information”** means marketing or promotional information about our services or products, or the services or products of other companies carefully selected by us;

**“Subscriber”** means a person who has registered as a subscriber to one of the subscription packages available on our website; and

**“Visitor”** means a person who uses or browses our website and who is not a Subscriber.

### **Visiting our website**

1. If you are a Visitor or Subscriber, during your visit to our website we may collect statistical data about your visit, such as the date, time and length of your visit, the URLs or addresses of the website pages you visit, the operating system, browser, each engine and IP address used by the computer you are using to connect to the internet and the domain name from which you are accessing the internet. This information may be collected by third party software operating on our website.
2. We may use and disclose such statistical data for the following purposes:
  - (a) to measure the effectiveness of any advertising on our website;
  - (b) to identify user behaviour and user trends on our website; and
  - (c) to maintain and optimise the technical performance, operation and security of our website.
3. We may disclose such statistical data to others, including our implementation partners and Subscribers, but only on an aggregated basis and in a way that ensures that no individual is able to be identified from such data.
4. We will not use Personal Information collected by us or our website to send or email Direct Marketing Information to you, unless you have expressly asked us to send Direct Marketing Information to you. If you have asked us to send to you Direct Marketing Information, and you later decide that you do not want us to send you any further Direct Marketing Information, you may contact us at any time to request that we stop sending you such information. You may either contact our Privacy Officer (see clause 18 below) or use the “Unsubscribe” facility at the bottom of any Direct Marketing Information email or communication that we send you.

## Subscribers

5. During the process of becoming a Subscriber, and during the process of entering into any agreement with us to provide materials or services, you will provide us with Personal Information, for example, your name, address, email address, phone numbers, and credit card details. We may also collect other Personal Information about you during the course of your use of our website, or during the course of providing you with information, materials or services, either directly from you or from third parties.
6. If you do not provide the information requested by us or our website, we may be unable to provide services, materials or information to you.
7. If you are a Subscriber, or apply to be a Subscriber, we will use, disclose and hold such Personal Information for the purposes of:
  - (a) establishing and maintaining your account with us;
  - (b) providing information, services and resources in accordance with any subscription agreement you may enter into with us;
  - (c) keeping our business partners, contractors and stakeholders involved with the website, or in our business, informed about the operations of the website and our business;
  - (d) contacting you about your subscription, your account or the services or information we provide to you;
  - (e) arranging billing, payment, credit checks and verifying your identity (including by providing your name and credit card details to any bank or payment verification system for the purposes of processing payment for any of our services and products);
  - (f) gauging customer satisfaction and providing customer services;
  - (g) providing technical support and administration;
  - (h) maintaining our records;
  - (i) addressing feedback or complaints and resolving disputes;
  - (j) sending you Direct Marketing Information, if you have expressly asked us to;
  - (k) marketing our products globally (using non-identifiable testimonials and any other supporting comments from Subscribers); and
  - (l) any other purpose specified in any subscription terms or other agreement accepted by you.
8. We may also publish Personal Information contained in any submission to any on-line forum that we may make available on our website. You should not submit to any on-line forums any Personal Information that you do not want published.

## Cookies

9. Our website may use cookies. “Cookies” are pieces of software that are placed on the computer that you are using to access the internet. Cookies are designed to remember

information about your personal preferences for our website. We will only use and disclose such information so that our website will remember you next time you visit. You can change the settings on your browser to reject some cookies, but this may reduce the functionality of our website.

### **Disclosing Personal Information to third parties**

10. We will not sell your Personal Information to direct marketers.
11. We will not use your Personal Information, or disclose your Personal Information to third parties, except:
  - (a) to the extent reasonably necessary to achieve any of the purposes described in clauses 1 to 8; or
  - (b) where we reasonably believe that such use or disclosure is required or expressly permitted under any applicable law.
12. We will not hold your Personal Information for longer than is reasonably required for the purposes for which we may lawfully use that Personal Information.

### **Your rights to access and correct Personal Information.**

13. Where we hold Personal Information about you, you have a right to access and correct that Personal Information in accordance with the Privacy Act 1993 (New Zealand). If you want to access or correct your Personal Information, please contact our Privacy Officer (see clause 18 below) and he/she will tell you how to make a request and if any charges will apply.

### **Security**

14. We will use all reasonable endeavours to effect and maintain adequate security measures to safeguard the Personal Information we hold from loss or unauthorised access, use, modification or disclosure. However, as the internet is an open network, we do not warrant or guarantee that your Personal Information is safe from loss or unauthorised access, use, modification or disclosure, either during transmission to or from our website, or when held by us.

### **Other websites**

15. Other websites that are linked to our website may have privacy policies that govern the use of information collected by those other websites. We are not responsible for any information collected by those other websites, or the privacy or data protection practices of the operators of those other websites.

### **Amendments**

16. We may amend this Privacy Policy from time to time. Notice of any such amendments will be announced on this website and will be effective immediately, unless we state otherwise. You are responsible for reviewing our website regularly to obtain timely notice of any such amendments.

17. Your continued use of our website will constitute your acceptance of any amendments or revisions to this Privacy Policy.

**Contacting us or our Privacy Officer**

18. If you:
  - (a) have any questions about this Privacy Policy or our privacy and data protection practices;
  - (b) want to access or correct any Personal Information we hold about you; or
  - (c) want us to stop sending you Direct Marketing Information,please contact our Privacy Officer at [enquiries@onbrandpartners.com](mailto:enquiries@onbrandpartners.com)