

PRIVACY POLICY

1. Introduction

- a. BiograView Limited (the Company) is compliant with the **New Zealand Privacy Act 2020** (the Act).
- b. This policy sets out how we will collect, use, disclose and protect your personal information.
- c. This policy does not limit or exclude any of your rights under the Act.

2. Changes to this policy

- a. From time to time we may review our policy and publish this onto our website BiograView.com, which will come into effect from date of publication.

3. Collecting personal information

- a. Your personal information is collected from:
 1. you, when providing that personal information to us, including:
 - i. via the website and any related service,
 - ii. any registration or subscription process,
 - iii. your contact with the Company (e.g. telephone call, text message or email); and/or
 - iv. third parties where you have authorised this or the information is publicly available.
 - v. Where possible, we will collect personal information from you directly.
- b. Your personal information collected by the Company includes:
 1. Your registration when purchasing a product, magazine or digital subscription;
 2. entering promotions or competitions if or when applicable;
 3. our contact lists;
 4. answers to surveys;
 5. signing up to newsletters and other notifications from the Company;
 6. through supply of goods and/or services to the Company;
 7. contribution of content to our publications;
 8. application for an internship or employment with us;
- c. In some circumstances we may also collect your personal information from third parties or public agencies where it is unreasonable or impracticable for us to collect personal data directly from you, e.g. from a magazine supplier authorised to take subscriptions for us.
- d. We may attempt to locate your address or other contact details in order to correct any error in our recorded address details due to incorrect information, and we are unable to deliver our magazine to you. We will ensure that the collection is conducted in a fair and lawful manner and the information is justifiably necessary for the Company to fulfil its duties.

4. Direct Marketing and Research

- a. We may extract information from our collected records to produce aggregated data.

- b. The aggregated data may be used for research purposes, product development; does not identify individuals and may be shared with third parties.
- c. We may use personal information, including publicly available social media information for targeted-advertising purposes. This information will supplement our customer databases and will be processed by us for this purpose in accordance with this Privacy Policy.
- d. If a business supporting the Company and its products is located outside New Zealand your personal data may be held and processed outside of New Zealand.
- e. You agree that we are permitted to transfer your data out of New Zealand, if we are required to do so to operate our business efficiently. This may include, but is not limited to, that we or our agents store and/or backup the personal information in data storage facilities that are located outside of New Zealand. You understand that such facilities outside of New Zealand do not fall under the Act, and may fall under legislation that has different obligations than provided under the Act or may have no legislated obligations at all. We will use our reasonable endeavours to ensure that such data is stored in a secure method in line with industry standards.
- f. As required by the Act, we will report to you any unauthorised disclosure of your personal information.

5. Use of your personal data

- a. We will use your personal information:
 1. to confirm your identity.
 2. to be able to provide you with a password for online access of the Magazine.
 3. to market BiograView's services to you, including contacting you electronically (e.g. by text or email for this purpose).
 4. to bill you and to collect money owed to the Company.
 5. to respond to communications from you, including any complaint made by you.
 6. to conduct research and statistical analysis (on an anonymised basis).
 7. to protect and/or enforce our legal rights and interests.
 8. for any other purpose authorised by you or the Act.

6. Disclosure of personal data

- a. We may disclose your personal information to:
 1. our contractors or any business that supports the Company including any person that hosts or maintains any underlying IT system or data centre that we use to provide the Company any products, including any legal support, to enable them to perform the work necessary to give you the best service possible.
 2. an agency for the purpose of checking you if necessary i.e. credit check.
 3. other third parties (for anonymised statistical information).
 4. any person authorised by the Act or another law (e.g. a legal authority)
 5. any other person authorised by you
 6. any services used to deliver magazines to you

7. Data protection

- a. We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.
- b. In the event of any unauthorised access or theft of your personal data, the Company will immediately notify you of the breach and will undertake all necessary things as the Company considers reasonably necessary to remedy or mitigate the effects of the breach, in accordance with the Act.

8. Accessing to and/or correction of your personal data

- a. Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold, and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.
- b. In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.
- c. If you want to exercise either of the above rights, please email adnz-subscriptions@aredirect.co.nz. Please include evidence of who you are and the details of your request. We may ask for further information to verify your identity if we do.
- d. We may charge you any incurring costs of providing you with copies of your personal information or correcting that information.

9. Internet use

- a. 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.
- b. If you follow a link on our website to another site, the owner of that site may have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy, if available, before you provide personal information. For the sake of clarification, this privacy police extends to BiograView's website only.
- c. We may use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may affect whether we can correctly provide the Company website and/or services to you.

10. Making a complaint

- a. Should you wish to make a complaint about the way your personal information is handled, please email contact@biograview.com. We undertake to acknowledge and investigate any complaint promptly and will respond to written complaints within a reasonable time from the date of receipt.
- b. If you are dissatisfied with our response, you may refer the matter to the **New Zealand Privacy Commissioner**. You may refer to the **New Zealand Media Council**, should you be dissatisfied with our response in relation to the way your personal information is handled during our journalistic activities.