

PRIVACY POLICY – WEBSITE

Last updated – 24 July 2024

Policy Statement

Aratu Forests via its website and social media accounts may from time to time collect personal information and this information must be treated appropriately consistent with Aratu Forests' values and the Privacy Act 2020.

Aratu Forests is committed to respecting your privacy and ensuring the security of any personal information you provide to us.

Purpose

Any personal information you provide to us, whether via this website, our related social media accounts or otherwise, will be processed by us in accordance with this policy and all applicable privacy laws, including the Privacy Act 2020 (**Privacy Act**).

Scope

If you are an employee of or contractor to Aratu Forests, then this policy does not apply in respect of our collection and/or processing of your personal information. Please refer instead to our internal privacy policy, a copy of which can be made available to you on request.

This policy explains:

- when we might collect personal information from you and how we might collect that information;
- how we may use your personal information;
- how we will store your personal information;
- our use of cookies and analytics tools in connection with our website;
- your rights to request access to and correction of your personal information; and
- how you can contact us if you have any other questions regarding our processing of your personal information.

In this policy:

- **applicable privacy laws** means the Privacy Act together with all other data privacy laws applicable to our processing of your personal information;
- **personal information** has the meaning given under applicable privacy laws, being identifiable information about you, for example your name, email address and so on. If you cannot be identified from certain information (for example, when personal information has been aggregated and anonymised) then certain parts of this policy may not apply to that information; and
- where we refer to **processing** your personal information, we mean all activities relating to our use of that personal information, from its collection through to its storage and disposal and everything in between.

In this policy, **Aratu Forests, we, us** and **our** refers to Aratu Forests Limited (company number 108668). For more information about us, please see the "Contact us" section below.

We encourage you to read this policy carefully. If you have any questions, please contact us using the details set out at the bottom of this policy.

Details

When and how we may collect your personal information

The ways we may collect your personal information can be categorised into: (1) information you provide us directly, (2) information that is collected automatically and (3) information we collect from third parties.

1. Information you provide to us directly

This may include:

- data allowing us to get in touch with you (**contact data**). This contact data may include your name, email address, telephone number, postal address and/or communication preferences;
- information contained in or relating to any communication that you send to us or that we send to you (**communication data**). This communication data may include the communication content and metadata associated with the communication;
- information relating to applications you may submit, including for entry permits or other goods and/or services, from us whether through our website or otherwise (**application data**). This application data may include date of birth, firearms licence number, driver's license number and related details, and if applicable, any information collected in connection with driver assessments;
- information required to help facilitate Aratu Forests' performance of its services, including facilitation of community initiatives, Kārearea viewings and other environmental projects; or
- website user account data (**account data**). This account data may include your name, email address, account creation and modification dates and website settings.

If you choose not to provide us with your personal information, then we may be unable to provide you with access to some of our services and some functions and features on our website may not be available to you.

2. Information collected automatically – use of cookies

This website may use cookies. A cookie is a file that stores information about you and your behavior on the internet. Cookies are created by a web server when you browse a website and are stored on your web browser. Cookies are accessed by a webserver upon entering a website. Cookies used on this website enable some of the website's essential functionality and help us provide the best possible service to you by tailoring our services to best suit your preferences

Most internet browsers give you the option to reject all cookies, accept all cookies, erase cookies stored on your device or be notified before a cookie is stored on your device. However, if you reject or erase the cookies referred to above some functionality or features of this website may not function properly or be fully available.

Please refer to your internet browser instructions if you want to find out more about rejecting or blocking cookies.

3. Information collected from third parties

We may collect personal information about you from third parties with your consent or where otherwise permitted by law (for example, where the source of the information is publicly available).

Where you provide us with any personal information about a third party, you must have that third party's consent to do so. By providing us any third party personal information, you warrant that you have that third party's permission to provide that information to us.

How we use your personal information

We will primary use your personal information to support our relationship with you and to provide you with any goods and/or services you have requested, including processing any entry permit application you may have submitted.

We may also use your personal information:

- **communications** - to monitor, respond to and/or keep records of our e-mail communications and other correspondence with you;
- **transactions** - to provide our services, provide you with information in respect of our services and entry permit process, generate invoices and other related documentation;
- **operations** – to operate, improve and enhance the website and our services. We may analyse the use of our website or services to ensure our website and services are provided in the most effective manner for you;
- **support** - to support your use of our application process and/or services, this may include assisting with the resolution of process issues or other issues relating to the website, whether by email or otherwise;
- **record keeping and reporting** – to create and maintain our databases, back-up copies of our databases and business records generally. We may also use your personal information to produce aggregated and anonymised analytics and reports, which we may share publicly or with third parties;
- **security** - in order to detect and/or prevent any illegal activity that may threaten us, our business or any of our services;
- **risk management** – where necessary for the establishment, exercise or defence of legal claims. We may also use your personal information where necessary for the purposes of obtaining or maintaining insurance, managing risks and/or obtaining professional advice; and
- **compliance** - in order to comply with any applicable laws and/or regulations or in order to protect your vital interests or the vital interests of another natural person.

How we may share your personal information

We may disclose your personal information:

- to our related companies;
- to third parties who assist and enable us to use your personal information to support delivery of our services to you;
- to regulators, law enforcement bodies, government agencies, courts or other third parties where it is necessary to comply with any applicable law or regulation, or to exercise, establish or defend our legal rights;
- where the disclosure is otherwise required by law or in order to protect your vital interests or the vital interests of another natural person; or
- other people where we have your consent or where otherwise permitted by applicable privacy laws.

The third parties to whom we disclose your personal information may be located within or outside New Zealand. Where any disclosure is to an overseas third party, we will ensure we comply with principle 12 of the Privacy Act (which sets out the requirements for overseas disclosures of personal information). If the third party is not located in a country that has comparable privacy laws to ours, we will require the third party to agree to protect your personal information to New Zealand standards.

How we hold and protect your information

We will not keep your personal information for longer than is reasonably necessary to fulfil the purposes outlined in this policy, including to comply with our legal obligations.

We are committed to keeping your personal information as safe and secure as possible and we follow generally accepted industry standards to protect the personal information submitted to us. While we continuously implement and update our administrative, technical, and physical security measures to help protect your personal information against unauthorised access, loss, destruction, or alteration, we cannot guarantee the security of the transmission or storage of your personal information.

We may use third-party service providers to store your personal information and provide us with services. This means that we may transfer your personal information, or access it from, countries other than New Zealand.

Where we can, we will send your personal information outside of New Zealand to countries that have privacy laws in place that contain safeguards that are comparable to those under the Privacy Act. However, where we cannot do this, we take reasonable steps to ensure that any third-party service providers we use can meet our privacy and security expectations.

Your rights

Under the Privacy Act, you have certain rights in connection with your personal information, including rights to request access to, and correction of, your personal information.

These rights are subject to certain limitations and exceptions as set out in the Privacy Act.

If you wish to exercise any of the rights described above, please contact our privacy officer using the details below.

If you are unsatisfied with the handling of your request, you may contact the Office of the Privacy Commissioner in New Zealand for review of our handling of your request.

Changes to this policy

We may need to update this policy from time to time, including when necessary to reflect changes to this website, updates to our services or to reflect any change in law.

When we update this policy, we will revise the "*Last updated*" at the top of this policy. Where the changes are material, we will use reasonable endeavours to notify you – usually by prominently posting a notice of those changes on our website or by sending you an email.

Contact us

We are Aratu Forests Limited (company number 108668) a company incorporated in New Zealand.

If you have any questions or concerns about this policy or our processing of your personal information, you can contact Aratu by any of the following methods:

Physical office: Level 2, 77 Peel Street, Gisborne,
Postal: PO Box 242, Gisborne 4040
Phone: +64 6 867 9799
Email: Admin@aratuforests.co.nz

Signed:



Date: 24 July 2024