

Rad Surveying Privacy Policy

This Privacy Policy sets out the practices of Rad Surveying Ltd relating to the collection and use of personal information.

Personal information

Personal information is information about an identifiable individual and includes the individual's name, address, email address, and telephone numbers. We collect information about you whenever you interact with us, for example when you visit our website (the **Site**) or if you instruct us to provide surveying services for you.

We may store personal information we collect in any format we choose at our offices or at premises outside our offices, including data storage facilities or online storage located within or outside New Zealand, which may be operated by independent service contractors.

Purposes for which we use your personal information

Personal information we collect, and hold may be used by us (as applicable):

- to respond to your initial enquiry to us (via the Site)
- to complete the surveying services you have engaged us for (eg to visit and survey your property)
- to apply for resource consents on your behalf
- to liaise with other consultants or professionals involved in your project
- to secure the services of other consultants for your project
- for internal business purposes such as invoicing and receipting, making payments to you or on your behalf and debt recovery (which may involve disclosing information to debt collectors)
- for specific purposes we tell you about or you authorise.

We may not be able to provide you with the information or other services you require if you do not provide us with necessary personal information when requested to do so.

When you visit our Site, we also collect general user information such as users internet protocol addresses, browser type and internet service provider details and other technical information. We use this information to administer the Site and to gain a better understanding of our users and how they use the Site. However, this information is not personal information – it does not include any personal identifiable information.

Disclosures

We may need to disclose personal information to third parties (including other entities or individuals who assist us in providing services or who perform functions on our behalf, such as mailing houses, hosting and data storage providers), including in the course of providing our services to you. We may disclose personal information if it is required or authorised by you or it is required by law.

Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

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.

Contacting Us

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@radsurveying.co.nz, or 07 843 1587, or 444 Tristram Street, Whitiara, Hamilton.

Updates to this policy

We reserve the right to update this Privacy Policy from time to time. Any change we make applies from the date the updated Privacy Policy is posted on our Site.