

PRIVACY POLICY

Dalman Architects (the company/we/us) respects privacy and is committed to protecting personal information in compliance with the New Zealand Privacy Act 2020 (the Act). Personal information is information about an identifiable individual (a natural person).

Purpose

- To set out policy on how we will collect, use, disclose, and protect personal information

Scope and Application

- This policy applies to all personal information collected by us, or submitted to us, whether offline or online, including personal information collected or submitted through our website
- This Privacy Policy describes how we deal with information we collect and demonstrates our commitment to the protection of individual privacy
- By providing personal information to us, you are accepting and consenting to the practices described in this Privacy Policy
- If you do not agree with any of the terms of this Privacy Policy, you should not submit any personal information to us
- This policy does not limit or exclude any individual rights under the Act. To find further information on the Act, see www.privacy.org.nz

Changes to this Policy

- We may change this policy by uploading a revised policy onto our website. The change will apply from the date that we upload the revised policy.

Collecting Personal Information

- Personal information is any information about an identifiable individual; personal information might be provided by you or by a third party (where this has been authorised by you, or if the information is publicly available), and may be provided to us in a variety of ways, including via our website, or through any contact with us (eg telephone call or email)
- The type of information we collect depends on the nature of our relationship with you. We will not collect or use personal information unless it is lawful to do so
- The information we collect is that which is necessary to provide the services we are engaged to provide, and is likely to include (but is not limited to) the following:
 - Name
 - Contact information
 - Billing or purchase information
 - Information about your household eg number and ages of people living with you, if designing a residence for you

How we use Personal Information

- The purposes for which we may use your personal information may include (but are not limited to) the following:
 - To verify your identity
 - To provide services and products to you
 - To maintain contact with you (including electronically)
 - To learn about your needs in relation to the work which we are performing for you
 - To undertake credit checks
 - To bill you and to collect money that you owe us
 - To respond to communications from you, including a complaint
 - To protect and/or enforce our legal rights and interest, including defending any claim
 - For any other purpose authorised by you or the Act

Disclosing Personal Information

- Besides our staff, we may disclose your personal information to:
 - Local Territorial Authorities in order to apply for consents where necessary eg Resource Consent, Building Consent
 - Consultants and contractors directly related to your project in order to ensure they have appropriate information to undertake their project-related work
 - Any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
 - A credit reference agency for the purpose of credit checking you
 - A person who can require us to supply your personal information (eg a regulatory authority)
 - Any other person authorised by the Act or another law (eg a law enforcement agency)
 - Any other person authorised by you
- Note: a business that supports our services and products may be located outside New Zealand. This may mean that your personal information is held and processed outside New Zealand
- We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse

Accessing and Correcting Personal Information

- 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.
- 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
- If you want to exercise either of the above rights, email us at design@dalman.co.nz (to the attention of the Privacy Officer). Your email should provide evidence of who you are

and set out the details of your request (eg the personal information, or the correction, that you are requesting).

- We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

Internet Use

- 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
- If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information

Contacting Us

- If you have any questions about this privacy policy, our privacy practices, or if you would like to request access to, or correction of, your personal information, you can contact us at design@dalman.co.nz (marked to the attention of the Privacy Officer)