

equipMe Now Privacy Policy

This Privacy Policy was last updated on 18 August 2018

This Privacy Policy applies to equipMe Now Limited's (**We, Us, Our**) equipMe Now website (the **Site**) and should be read in conjunction with the Site's Terms of Use. By viewing and using this Site you will be deemed to agree to this Privacy Policy. If you do not agree to this Privacy Policy, please stop using the Site.

All capitalised terms that are used but not defined in this Privacy Policy will have the meaning given to them in the Terms of Use.

1. Collection of Information

1.1 We may gather two types of information about you from the Site:

- (a) personal information provided by you, which includes, but is not limited to, your name, birthday, address, e-mail address, phone number, financial and credit-card information, personal description, personal circumstances, and any other personal information that you voluntarily give to us; and
- (b) aggregate technical information automatically generated by our systems, which track traffic to the Site, which includes, but is not limited to, the IP address used to connect your computer to the Internet, operating systems and platforms, pages you viewed or searched for, page response times, download errors, length of visits on certain pages, page interaction information, and any other such technical information relating to your use of the Site.

1.2 Failure to provide necessary personal information when requested may result in certain services on the Site not being available to you.

2. Disclosure of Information

2.1 We will not disclose your personal information to any third party unless you have given us permission to do so, in this Privacy Policy or otherwise.

2.2 If you are a Learner, we may disclose your personal information to your related Facilitator and/or Parent (whichever are applicable to you) to allow them to review your use of the Site, monitor your progress, and / or if we believe that such disclosure is necessary to ensure your safe and proper use of the Site.

2.3 We may disclose to third parties:

- (a) any information that we gather about you for the purposes of providing the Site to you;
- (b) aggregate tracking information and other information that does not personally identify you;
- (c) your personal information when we believe in good faith that we are required to do so by law; and
- (d) your personal information, provided we have your prior authorisation, which we will obtain at the time of collecting the information from you.

3 Use of Information

- 3.1 Generally, we will process and use the information we collect:
- (a) to verify your identity and assist you if you forget your password or login details for the Site;
 - (b) to assist in providing the Site and its services to you;
 - (c) to ensure you are using the Site safely and for its intended purpose;
 - (d) for ensuring that you are shown the information that is most relevant to you and your interests; and
 - (e) for any other use that you authorise.
- 3.2 If you are a Learner, we will (in addition to clause 3.1) process and use the information we collect to help you, your Facilitator and / or Parent to:
- (a) ensure you are meeting Course requirements;
 - (b) record and maintain records of Course progress;
 - (c) report to Parents;
 - (d) celebrate / record achievements and success in learning; and
 - (e) enable learning management programmes.

4 Cookies and Tracking

- 4.1 We may use a "cookie" file containing information that can identify the computer you are working from. The cookie file is anonymous as it only gives us details of your IP address, the platform you are using, browser (e.g. Google Chrome, Safari, Microsoft Edge or other, plus the version of browser) and domain (whether you are accessing the Site from New Zealand or elsewhere).
- 4.2 We may use the information generated by cookies to:
- (a) track traffic patterns to and from the Site;
 - (b) ensure any content (which may include any advertising) is being shown to the most appropriate person; and
 - (c) enable you to enter the Site and use certain services as a member without having to log on each time and to visit registered user only areas of the Site.
- 4.3 You can choose to refuse cookies by turning them off in your browser and/or deleting them from your hard drive or other storage device.
- 4.4 You do not need to have cookies turned on to use the Site, but you may need them for customisable areas of the Site that we may develop in the future.

5 Content Providers, Advertisers and Partners

We do not control the practices of content providers, partners and advertisers connected with the Site and to whom you provide personal information whilst using one of the Site or services. The Site may contain links to other sites, which may not follow the same privacy policies as us. We recommend that you check any relevant privacy policies before providing your personal information to any third party.

6 Opting in and Opting Out

If our intended collection, use or disclosure of your personal information is outside the collection, use or disclosure set out in this Privacy Policy we will give you the option to: (a) opt out and not receive certain services or participate in certain interactive areas; or (b) opt in to agree to be contacted by us in relation to certain matters such as notification of new features to the Site.

7 Changes

Any changes we make to our privacy policy in the future will be posted on this page, and where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

8 Holding, Correcting and Updating

Any personal information that you provide to us will be collected and held by us at our nominated secure data centers that we use to provide the Site and its services. If you are an individual, under the Privacy Act 1993, you have rights of access to and correction of personal information that we hold.

9 Contact

We offer the ability to correct or change the information collected at any time and as often as necessary. If you have any questions about how our services work or regarding this statement, contact us by sending an email to admin@equipmenow.com.

For information about New Zealand's Privacy Act 1993 and how it protects the personal information of individuals in New Zealand, visit www.privacy.org.nz.