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## **PRIVACY POLICY**

This privacy notice discloses the information privacy practices for **Times-7 Research Ltd** and our website <http://www.times-7.com>. Times-7 is located at 29 Railway Avenue, Lower Hutt, New Zealand.

We believe that protecting your privacy is very important. In this policy, you can read what information we collect and how it is used.

### **Information Collection**

Times-7 is the sole owner of information that is collected via our website. We only have access to/collect information that you voluntarily supply us via email or other direct contact.

We use this information to respond to you, regarding the reason you contacted us.

Unless you ask us not to, we may contact you via email in the future to inform you about new products or services, our Business or changes to this privacy policy.

### **What data do we collect?**

The following data is collected and stored by us:

- Full Name
- Salutation
- Role/Title
- Address information
- Phone numbers (office/DDI/mobile)
- Email address
- IP Address
- Other personal data that you actively provide, e.g. within correspondence or telephone
- Information about activities on our website
- Internet browser and device type
- Business bank account number

## **Why do we collect this data?**

We collect this data for the following reasons:

- To provide you with products and services that you have requested
- To provide information on similar and/or related products or services
- To be able to contact you regarding your orders
- To be able to ship and deliver your products
- To keep track of how often the website is visited, how the visitor behaves on the website and which pages are visited, with the intention of improving user experience
- To send newsletters and product information
- To report to authorities based on our legal obligations

## **Sharing of your data**

All information collected is used for us to be of better service to you. We will only share personal information with third parties where it is necessary for the execution of the agreement and to satisfy your business request.

## **How we secure your data**

Times-7 takes the protection of your data seriously and takes appropriate steps to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

## **View or modify**

You have the right to view, correct or delete your personal data. In addition to this, you also have the right to withdraw your consent to our holding of your personal data by Times-7.

## **Notification of Changes**

This Privacy Statement may change from time to time, and any changes will be published on our website. The revised version will be effective as of the date and time it is published.

## **Contact us:**

If you have any questions regarding this policy, or if you would like to express concerns over our use of your data, please contact our Privacy Officer Giuliana Gilges-Richards at [giuliana@times-7.com](mailto:giuliana@times-7.com)