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# NZ Brick Distributors Limited Partnership – Privacy Policy

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THE BRICKERY.

STATE OF CLAD®

## NZ Brick Distributors Limited Partnership – Privacy Policy

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This Privacy Policy sets out how your personal information will be handled by NZ Brick Distributors Limited Partnership (NZBD) which operates 'The Brickery' and 'State of Clad' brands in New Zealand.

### Your privacy rights

1. NZBD is committed to complying with its obligations under the Privacy Act 2020 when dealing with your personal information. Any personal information we collect about you will be stored, used and disclosed by us in accordance with this Privacy Policy.
2. This Privacy Policy should be read in conjunction with any applicable terms and conditions relating to the use of or access to our websites, and any terms of trade that apply in relation to the sale and purchase of our products and/or services (collectively, Services).
3. If you have any questions regarding this Privacy Policy or wish to access or amend the personal information that NZBD holds about you, please contact us at [hello@nzbd.net.nz](mailto:hello@nzbd.net.nz).

### Acceptance of this privacy policy

4. By using our Services or otherwise providing us with your personal information you acknowledge and agree that you have read and understood this Privacy Policy, and consent to the collection, use, disclosure, storage and retention of your personal information as described in this Privacy Policy.

### Amendments to this privacy policy

5. We may need to amend and update this Privacy Policy from time to time. We will provide you with reasonable notice of any significant changes by email (where practicable) and post a revised version of this Privacy Policy on our websites. By continuing to use our Services after such notice period, you will be deemed to have accepted the updated version of this Privacy Policy. If you do not agree to any proposed change, you must immediately notify us, and this may mean you are unable to continue to access and/or use our Services.

### What personal information do we collect about you?

6. The type of personal information that we collect will depend on the purpose for which it is collected, but may include:
  - (a) name and contact details (including your email address, phone number and the region in which you live in New Zealand);
  - (b) your employment status, position and the organisation that you work for;
  - (c) proof of identity documents, such as a passport or driver's licence, for the purpose of assessing, approving and managing an application for credit;
  - (d) your bank account information and/or credit card details for processing payments and/or returning any credit refund payments.
7. We may collect personal information directly from you in one of the following ways:
  - (a) where you have contacted us via an online enquiry form;
  - (b) where you have engaged with us at an industry event;
  - (c) where you have completed an application for credit;
  - (d) where you have attended a business meeting with our staff;
  - (e) where you have visited one of our sites; or
  - (f) during the order and sale process.
8. If you choose not to provide personal information to us on request or do not consent to certain third parties sharing your information with us, we may be unable to provide or facilitate the provision of certain Services to you.

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**How we use and disclose information that we collect about you**

9. We will only use and disclose your personal information for the purposes set out in this Privacy Policy, which shall include:
- (a) to provide you with access to and use of our Services;
  - (b) to communicate with you (for example to provide customer support or to ask you for feedback about our Services);
  - (c) to assess and manage your application for credit, which may include verifying your identity, completing background checks and engaging with credit reporting agencies;
  - (d) to facilitate the sale and distribution of our products and services;
  - (e) to comply with our internal operational requirements and processes, and undertake administrative functions associated with our business;
  - (f) to comply with any other legal or regulatory obligations we are subject to (such as health and safety requirements) or for any other purposes permitted by the Privacy Act 2020; and
  - (g) subject to you providing your consent (in accordance with the Unsolicited Electronic Messages Act 2007), sending you electronic messages to promote and market our Services and/or the services of our trusted business partners.
10. Where you consent to us using your personal information for marketing and promotional communications, you can opt out at any time by notifying us at [hello@nzbd.net.nz](mailto:hello@nzbd.net.nz) or by clicking the unsubscribe function included in any of our marketing communications.

**Who we may disclose your personal information to**

11. We may disclose your personal information to:
- (a) credit reporting agencies for the purpose of performing a credit check as part of the assessment and ongoing management of a credit application;
  - (b) any service providers that we have engaged to provide a service to us in relation to our Services. For example, we may engage third parties to provide us with IT, marketing or customer support services;
  - (c) our related companies, including CSR Ltd and Brickworks Ltd, where they provide services to us and/or where required for internal business management and reporting purposes;
  - (d) our professional advisors, including accountants, insurers and lawyers;
  - (e) government agencies and regulatory authorities where we are required or authorised by law to do so;
  - (f) any other person or organisation that you have authorised us to disclose your information to; and/or
  - (g) any other third party where such disclosure is permitted under the Privacy Act 2020 and/or any other applicable law.
12. Where we use a third-party credit reporting agency for the purpose of performing a credit check as part of the assessment and ongoing management of a credit application, we will notify you in advance and seek your authorisation to the collection and disclosure of your personal information for this purpose. We may also inform them if you fail to meet your payment obligations to us. Credit reporting agencies may use the information we provide to them to update their credit reporting databases, which they may then share with other third parties who have engaged them to provide credit reporting services.

**Access, correction and retention of your personal information**

13. You are responsible for ensuring that any information you give to us is accurate, correct and up to date. Please inform us as soon as possible if any of your personal information changes, to ensure that the details we hold about you are up to date and correct.
14. You are entitled to request confirmation of whether we hold personal information about you, to access the personal information we hold about you, and to request that we amend it if it is incorrect. If we are not willing to correct your personal information, you may request that we take reasonable steps to attach a statement to the personal information noting the correction sought.

**Security of information**

15. Although we take reasonable steps to ensure personal information in our possession is protected and held securely, we do not make any warranties in relation to the security of any information that is disclosed or transmitted to us, and we are not responsible for the theft, destruction, or inadvertent disclosure of your personal information where our security measures have been breached. Any transmission of personal information is done so at your own risk.

**Links to other sites**

16. Our website may have links or references to third party websites or material. Our Privacy Policy does not apply to those websites, and any information collected by such third parties is governed by that third party's privacy practices or policies. We accept no responsibility or liability for the content or privacy practices of any third-party websites.

**How to contact us**

17. If you have any queries or concerns about our Privacy Policy or our handling of your personal information, please contact us at Unit 1, 99 Sawyers Arms Road, Papanui, Christchurch, 8052, New Zealand or via email at [hello@nzbd.net.nz](mailto:hello@nzbd.net.nz).
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