

AZTECH PRIVACY POLICY

In these terms, "Aztech", "Aztech Buildings, "we", "us" and "our" means Aztech Buildings Limited. Please read this policy carefully as it describes the way in which we collect and handle your personal information. We may update or revise this policy from time to time. If we elect to update or revise this policy, we will post the date on which that revision takes effect at the end of this policy. Please be aware that you have no obligation to provide any personal information requested by us. However, if you choose to withhold your personal information, we may not be able to provide you with the services or products that depend on the collection and use of that information.

OUR PRIVACY COMMITMENT

We recognise the importance of, and are committed to, managing any personal information that we collect in compliance with the Privacy Act 1993 and other New Zealand privacy rules and regulations (together, "Privacy Laws").

HOW WE COLLECT PERSONAL INFORMATION

Where possible, we collect your personal information directly from you. This collection includes information collected through your:

- submission of a quick enquiry, quote request or contact us form;
- entry into promotions or competitions;
- answers to surveys;
- signing up to newsletters and other notifications;
- application for employment with us;
- communications with us such as telephone calls and emails regarding services and products;
- download and use of our digital publications.

In some circumstances, however, we may also collect your personal information from third parties through our referral program, please let us know if you do not wish to be contacted.

WHAT PERSONAL INFORMATION DO WE COLLECT?

The personal information we collect varies depending upon the purpose of the collection and the product or service we are providing you. Generally, we collect the following types of personal information:

- name and address;
- telephone/e-mail contact details;
- building site and building specifications for quoting or scoping a building for your needs;
- your answers to our survey questions;
- any other personal information you voluntarily provide.

However, for certain purposes, such as where you apply for employment with us, we will collect additional personal information such as your employment history, educational history and

employment references. We generally do not collect sensitive information that is associated with an identifiable individual.

We may collect information that would be sensitive personal information about an identifiable individual with the individual's consent where the collection is related to provision of a service or other benefit to the individual.

If you provide us with sensitive information on an unsolicited basis, we assess whether such information is reasonably necessary for one or more of our functions or activities. The unsolicited sensitive information you disclose to us may be used and disclosed for the purpose for which you provided such information or, where you would reasonably expect us to, we may use the information for a directly related secondary purpose. We may also disclose or use the information for other purposes with your consent or if required to by law.

WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

We will collect your personal information if it is reasonably necessary for the performance of our business activities and functions, which includes providing a range of products and services to you, some of which are listed below. We may contact you for any purpose, including to provide you with promotional material and special offers that we consider may be of interest to you. You can unsubscribe from receiving promotional emails from us at any time by either:

- following the unsubscribe instructions contained in such emails; or
- by contacting us using the details set out at the end of this policy.

SALES PROMOTIONS, COMPETITIONS, SURVEYS AND EVENT REGISTRATIONS

We collect personal information when you respond to one of our promotions, competitions or surveys or when you register to attend an event in order to inform you if you have won a prize, to place you on a guest-list to the event and to help us better understand what products and services you would like to receive information about in the future.

REGISTRATION FOR OUR LOYALTY CLUBS.

We collect personal information when you sign up to join one of our loyalty clubs. By providing this personal information we are able to keep you updated on special offers and events that you may be interested in and to reward your commitment to the brands.

WHO DO WE DISCLOSE YOUR INFORMATION TO?

We provide your personal information to third parties in order to carry out our business activities and functions. This may include:

- organisations who are sponsoring or otherwise involved with or participating in a promotion, offer, competition or survey;
- other companies or individuals we engage to perform functions on our behalf, such as mailing a subscription, processing credit card information, mailing information or prizes, data analysis, telemarketing, research and advertising; and
- with your specific and prior consent, to other companies or individuals for the purposes you have consented to.

Your information may also be used for market research purposes. Your personal information will only be used for legitimate research purposes. When we provide your information to third parties, we will not provide your name or email address in connection with your answers. We may provide other information we have collected from you in the past in connection with your answers. This other information may include, but is not limited to, your age, region, marital status, income and whether you have children. We, and all third parties we disclose your personal information to, will not use your information to market products to you directly.

We ensure that any organisation which we disclose your personal information to is subject to appropriate contractual obligations to safeguard and protect your personal information and comply with all Privacy Laws.

In certain circumstances, we may disclose your personal information where required or authorised to do so by law, including in emergency situations and to assist law enforcement agencies. We will always ensure that those to whom we disclose your personal information have the legal right to receive it.

HOW IS YOUR PERSONAL INFORMATION SECURED?

We understand that the security of your personal information is important. As such, we take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. We store information both at an onsite secure server and at trusted third party storage providers. We undertake regular training of our staff to ensure that they are aware of our privacy commitments and our obligations in the collection, use and disclosure of personal information.

ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

In certain circumstances where you have a sign in to your customer details and/or you can access your own personal information via your membership you will be required to follow prompts to access, correct or update your personal information. If this option is available to you directly, we will clearly mark it for ease of access.

You can access or correct your personal information by contacting us using the 'Contact Details' set out below. Please provide us with as much detail as you can about the particular information you wish to access or correct, in order to help us retrieve it.

In certain circumstances, we may refuse your request to access, or correct, your personal information. If that is the case, we will provide you with reasons for that decision unless it is unreasonable for us to do so. We take reasonable steps to make sure that the personal information we use is accurate, complete and up-to-date including updating personal information when we are advised by you that your personal information has changed.

If you wish to delete the personal information we hold about you, please let us know by contacting us using the 'Contact Details' set out below and we will take reasonable steps to delete the information, unless we are required to retain it for legal reasons.

THE USE OF COOKIES AND WEB BEACONS

Information may be collected when you access our website, such as the time and specific page or app you visited. This information is collected through “cookies”. A “cookie” is a small piece of information, or file, that a website or app sends to your computer's hard drive while you are viewing that website or app for record keeping purposes. Most web browsers are automatically set to accept cookies. If you do not wish to receive any cookies you may set your browser to refuse cookies. However, this will mean you will not be able to take full advantage of our websites or apps.

We, and our service providers, use the information collected from cookies for a number of reasons:

- for statistical purposes in order to track how many users we have and how often they visit our website or apps;
- to provide you with a more personalised, convenient and interactive experience on our website;
- to track who has viewed an advertisement or clicked-through an advertisement; and
- to provide you with a more targeted advertising experience both on and off our websites or apps, allowing us to impose restrictions where appropriate and monitor how effective an advertising campaign has been.

We engage analytic programs such as Google Analytics to analyse the performance of our websites and to provide us with reports that contain aggregated, de-identified benchmark information that assists us to understand when, and how many times, you have used our websites or apps. The anonymous information assists us in the selection of advertisements for groups of individuals.

We may also use Google Analytics features (including Google Remarketing, Google Display Network Impressions Reporting, the Double Click Campaign Manager and Google Analytics Demographics and Interest Reporting) on our website. Google Analytics uses both first party and third party cookies to record standard internet traffic information such as when, and how many times, you have visited our websites or apps. We, and some third parties (including Google), also use the information to optimise advertising selection for groups of individuals based on demographic information. The cookies allow us and other third parties (including Google) to evaluate your interactions with advertising services on our websites and apps and serve targeted advertising on those websites and apps and across the Internet. We have enabled Google Analytics for Display Advertising, which allows Google and other third parties to advertise to you on our websites and apps and across the Internet.

By using Google Ads Settings (located at <https://www.google.com/settings/ads>), you can opt out of these features at any time and customise your Google Display Network Ads. Alternatively, you can opt out of a third party's vendor's use of cookies by visiting the Network Advertising Initiative opt-out page (located at <https://www.networkadvertising.org/choices/>).

THIRD PARTY WEBSITES

When you click on advertisements or links on any of our websites or through our apps, you may be redirected to a third party website. The linked websites are not under our control and we are not responsible for the conduct of companies linked to our websites or apps. By placing a link to a particular product, we are in no way endorsing that product. We recommend that, before

disclosing your personal information to a website to which you were redirected from an advertisement, you read that website's privacy policy and terms of use/service.

ANONYMITY AND USE OF A PSEUDONYM

You may request at any time that you remain anonymous, or choose a pseudonym, when dealing with us. To the extent that it is lawful and practicable for us to enable you to do so, we will grant such a request.

HOW TO MAKE A COMPLAINT

If you wish to make a complaint about the way in which we handle your personal information, please contact our Privacy Officer using the contact details set out below. We undertake to acknowledge and investigate any complaint promptly and will respond to written complaints within a reasonable time from the date of receipt. If you are dissatisfied with our response, you may refer the matter to the New Zealand Privacy Commissioner (see www.privacy.org.nz).

CONTACT DETAILS

If you have any questions or comments on our privacy policy, if you wish to update the personal information we hold on you or make a complaint, please write to: The Privacy Officer Aztech Buildings Limited, 191 Tamahere Drive, RD 3, Hamilton, 3283. Alternatively, you can send an email to our Privacy Officer at marketing@aztechbuildings.co.nz.

Privacy policy last updated on 12 December 2016.