

PRIVACY POLICY

This Privacy Policy describes how Maximum Electrical Limited deals with the collection, use, disclosure, and protection of your personal information from our website.

By visiting or using our Website you agree to the data practices described in this Privacy Policy.

No need to disclose personal information

You can use the website without disclosing any personal information.

Collection of Your Personal Information:

We collect personal information such as your name, contact number, address (physical, postal and email) from you when you disclose your personal information to us either on the website contact form, over the phone and/or by email.

We collect your personal information to:

- Provide a service, product.
- Confirm your identity.
- Marketing and/or including improving our services and products to you.
- Undertaking credit checks of you (*if necessary*).
- Invoicing and collecting money that you owe us
- Authorising and processing credit card transactions.
- Responding to communications from you, such as answering a query.
- Protecting and/or enforcing our legal rights and interests, including defending any claim.
- Any other purpose authorised by you or the Privacy Act.

We may disclose your personal information to:

- Any other business that supports our services and products, this may include any person that hosts or maintains any underlying IT system or data centre that we use to provide the website and or email service or any other services and products.
- Credit reference agencies for the purpose of credit checking you
- Other third parties (for anonymised statistical information)
- Regulatory authorities, law enforcement agencies as required by law
- Any other person authorised by you.

Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, misuse, modification, or disclosure.

Accessing and correcting your personal information

Subject to the terms set out in the Act, you have the right to access your personal information that we hold and to request a correction to your personal information. If you wish to exercise these rights, email us at info@maximumelectrical.co.nz. Your email must include evidence of who you are and set out the details of your request (*e.g. the personal information, or the correction, that you are requesting*).

We may charge you our reasonable administration 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, **this is done at your own risk** and 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.

Cookies (*an alphanumeric identifier that can transfer to your computer's hard drive to recognise your browser*) We may use cookies from time to time to monitor your use of our website, for anonymised statistical information. Cookies may be disabled by changing the settings on your browser but may limit the use of the webpage.

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 info@maximumelectrical.co.nz

Further information on the Act can be found at www.privacy.org.nz.

Amendments to this policy

This policy may be amended from time to time.

This policy was last updated on 24 November 2020.