## **Privacy Policy**

We collect personal information from you, including information about your:

- name
- contact information
- location
- computer or network
- interactions with us

We collect your personal information in order to:

 satisfy the needs of the business by adequately performing administrative tasks as required

Providing some information is optional. If you choose not to enter the required information requested across our various online services, we'll be unable to ensure our services are delivered in full or in a timely manner.

We keep your information safe by ensuring security and access protocols are adhered to at all times and only allowing selected staff access (when required).

We keep your information for the lifetime of the website database at which point we securely destroy it by securely erasing all digital copies.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at <a href="mailto:edps@hospitality.org.nz">edps@hospitality.org.nz</a>