Privacy Policy – DEG

At DEG, we take your privacy seriously. This policy outlines how we collect, use, store, and protect your personal information when you interact with our website: www.deg.nz.

This policy is designed to comply with the **New Zealand Privacy Act 2020** and reflects the principles of the **European Union General Data Protection Regulation (GDPR)**.

Where and How We Collect Personal Information

We may collect personal information when:

- You voluntarily complete and submit a contact form on our website
- You interact with our website, including through the use of cookies and analytics tools

All personal information is collected with your consent and handled in accordance with the relevant privacy legislation.

Why We Collect Personal Information

We use your personal information to:

- Respond to enquiries submitted via our contact form
- Analyse website performance and enhance the user experience
- Support digital marketing activity where you have granted permission

Personal information is retained for up to three years, unless required for longer by law or operational necessity. You may request removal of your information at any time.

What We Collect

We may collect:

- Your name
- Email address
- Phone number
- Message content

 Website usage data including IP address, location data, device type, and browser behaviour

How We Protect Your Information

DEG uses appropriate technical and organisational safeguards to protect your information:

- Website communications are encrypted using HTTPS
- Data is stored in encrypted databases with restricted staff access
- Regular backups are conducted to ensure data availability and recovery

If a data breach occurs, DEG will notify affected individuals no later than seven business days after becoming aware of the incident.

When Information May Be Shared

We may share limited personal information with trusted third-party providers for operational purposes, such as email platforms and website hosting services. We do not sell or disclose personal information unless explicitly authorised or required by law.

Your Rights and Access to Information

You may:

- Request access to your personal information
- Correct or update your details
- Withdraw consent for communications
- Request deletion of your personal information

Please contact us via our contact form or phone us on 03 688 6713.

Changes to This Policy

This Privacy Policy may be updated to reflect changes in law, technology, or our operations. Amendments will be published on this page with a clear indication of the effective date. Where appropriate, we may also notify affected users.

Contact

If you have any questions or concerns about how your personal information is managed, please contact us via our <u>contact form</u> or by calling 03 688 6713.