



# Privacy Policy

## Introduction

Leadership Reboot (**we, us, our**) complies with the New Zealand Privacy Act 2020 (the **Act**) when dealing with personal information to ensure that your privacy is protected. All client information is treated as strictly confidential and will not be shared.

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

## Who do we collect your personal information from?

We collect personal information about you from:

- You, when you provide that personal information to us, including via the website and any related service, through any registration or subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products.
- Third parties where you have authorised this or the information is publicly available.
- If possible, we will collect personal information from you directly.

## How we use your personal information

We will use your personal information:

- *To verify your identity*
- *To provide services and products to you*
- *To market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose)*
- *To improve the services and products that we provide to you*
- *To bill you and to collect money that you owe us, including authorising and processing credit card transactions*
- *To respond to communications from you*
- *For any other purpose authorised by you or the Act.*



## Protecting your personal information

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

## Accessing and correcting your personal information

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at [brenda@leadership-reboot.co.nz](mailto:brenda@leadership-reboot.co.nz). Your email should provide 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 costs of providing to you copies of your personal information or correcting that information.

## Questions

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 [brenda@leadership-reboot.co.nz](mailto:brenda@leadership-reboot.co.nz).