

PRIVACY POLICY

Southern Hemisphere Proving Grounds Limited (“we”, “us” or “our”) recognises the importance of protecting your privacy. We comply with our obligations under the New Zealand Privacy Act 1993 with respect to the collection, use and handling of your personal information, including by taking all reasonable steps to ensure that any personal information we store about you is secure.

This Privacy Policy explains how we handle your personal information and your rights to access and correct your personal information.

The type of personal information we collect

We collect personal information that you voluntarily provide to us including your name, contact information and your address. We may also keep a record of any services or products that you acquire from us.

We may collect personal information:

- when it is necessary or we consider desirable to provide goods or services that you have requested;
- where you have expressly consented to us collecting that information;
- when you use our website as our web server logs may collect additional information, including information about the domain or ISP that you use and computer or network information;
- during your interactions with us, including by recording telephone calls between you and our personnel;
- from CCTV video surveillance systems which record footage at various locations at our site; and
- from third parties who have advised you that they may pass your personal information on to us.

Purposes for which we may use your personal information

The personal information you provide to us may be used by us for:

- providing services to you and dealing with your requests, enquiries or complaints and other customer related activities;
- our internal business and administrative purposes, including training and assessing performance of our staff or analysing our business or business tools;
- internal research and trials;
- complying with New Zealand laws;
- monitoring the safety and security of, and preventing, detecting and mitigating threats or unauthorised access to or attacks on, our and our customers’ staff, facilities, testing plant and equipment and facilities, and for completing incident investigations and for forensic and remediation purposes;
- CCTV footage also may be used for detecting and deterring criminal behaviour on our sites or potential misconduct by staff which could result in investigation and potential disciplinary action; and
- engaging with government authorities and regulatory authorities.

Sharing your personal information

We may provide your personal information to our employees, contractors, advisors, agents or to third parties, where we consider it is appropriate to do so in connection with any of the purposes set out above.

We may also release personal information when we believe it is appropriate to do so for legal compliance and law enforcement purposes (including to government agencies with statutory law enforcement responsibilities), or to protect our business or any of our assets.

We can also release personal information to third parties as instructed by you and in other ways permitted by the Privacy Act 1993.

How we store your personal information

We will store any personal information we collect from you in accordance with our obligations under the Privacy Act 1993, and will take reasonable steps to ensure the security of your personal information. CCTV footage will usually be retained for a period of 180 days, after which time it will be deleted.

Where we receive information about others from you

If you provide us with personal information about someone else, you must ensure that you are authorised to disclose that information to us, so that, without us taking any further steps required by applicable data protection or privacy laws, we may collect, use and disclose such information for the purposes described in this privacy policy.

This means that you must take reasonable steps to ensure the individual concerned is aware of and/or consents to the various matters detailed in this policy, including the fact that their personal information is being collected, the purposes for which that information is being collected, the intended recipients of that information, the individual's right to obtain access to that information, our identity, and how to contact us.

How you can access the information we hold about you

You have rights under the Privacy Act 1993 to find out what personal information we hold about you, to get a copy of that information, and/or to request we correct that information. If you wish to do any of those things, or have any other privacy related queries, please contact our privacy officer, Murray Chamberlain at murray.chamberlain@shpg.co.nz.

Cookies

Our website may use cookies to track your use of the site and make the site more user friendly for you. You can choose to refuse cookies by turning them off in your browser and/or deleting them from your hard drive. By not accepting cookies, some pages may not fully function and you may not be able to access certain information on our website.

Changes to this policy

We may change this Privacy Policy from time to time and we will tell you about the change in the policy by posting the updated policy on our website. Any change we make to the Privacy Policy applies from the date it is posted on our website.