

## **Privacy policy**

Our Commitment to Respecting Your Privacy:

Chapman Employment Relations Ltd is committed to protecting your privacy and to complying with the National Privacy Principles of New Zealand.

### **Information we collect:**

Chapman Employment Relations Ltd collects your personal information to assist us in conducting business with our clients and individuals. The primary reasons for storing this information are that it helps us to provide services, information and resources. In addition, the data we gather helps us to improve our website and the way in which we do business.

When visiting this site, the following information about site visitors may be logged for statistical purposes:

#### **Your IP address.**

Your top level domain name (eg. .com, .gov, .au, .uk etc.)

The date and time of the visit to the site.

The pages accessed.

The pages at which you entered and exited our website.

Referring website.

The type of browser used.

Length of stay.

Any errors you encountered while accessing our website.

The above information will only be used for the purpose stated and will not be disclosed further without your consent.

We will only record your e-mail address if you send us a message. It will only be used for the purpose for which you have provided it and will not be added to a mailing list, unless you request otherwise. Your e-mail address and any information that you provide about yourself are used only to complete your enquiry and facilitate the services offered by Chapman Employment Relations Ltd. We do not share this information with outside parties except to the extent necessary to answer your enquiry or unless required by law.

Chapman Employment Relations Ltd uses cookies within certain areas of our website to maintain non-specific information. We do not use cookies to store personal information about you or to track your Internet usage.

You may choose to set your computer to warn you each time a cookie is sent or you may turn off all cookies. This is achieved by changing your browser settings or by using a third-party privacy software. However, if you turn cookies off, some of our website's functionalities may become unavailable to you.

This website may contain links to other sites. We are not responsible for the content and the privacy practices of other websites that we may link to and encourage you to examine each site's privacy policies. This privacy policy does not extend beyond this website.

**Data Security:**

Chapman Employment Relations Ltd takes reasonable steps to protect your personal information from loss, misuse, improper disclosure, or unauthorised destruction. We apply generally accepted standards of technology and operational security to keep personal information secure.

Please be aware that the Internet is an insecure medium and that there are inherent risks in transmitting information across the Internet. Information submitted via e-mail may be at risk of being intercepted, read or modified and hence, we are unable to guarantee security.

Policy Updates: We reserve the right to update and change the Privacy Policy from time to time without notification. Any modifications will be effective upon posting.