

PRIVACY DISCLAIMER

This privacy statement explains how Clyde Central collects, stores, uses and shares your personal information.

Openness and transparency are important to us. The Privacy Act 2020 requires us – like any other New Zealand business– to tell you certain things about the personal information we need to carry out our functions. This is where we explain our privacy practices and why you can trust us to handle your information with care and respect.

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

- name
- contact information
- location

We collect your personal information in order to:

- be able to communicate with guests about their stay
- for marketing purposes to let current and past guest know of deals, activities and things happening

We only collect personal information where this is necessary to carry out and improve the services we provide to our guests and our agents:

• We may collect personal information about you either directly from you or from other people or agencies, and we may generate personal information about you when we carry out and provide services to you

- We store all our data (including your personal information) securely and we use Microsoft Office 365 applications. We protect our data with all reasonable technical and process controls
- You can ask us for a copy of your personal information at any time. We will be as open as we can with you but must also ensure we meet our secrecy obligations
- We will only use and share personal information where necessary to carry out the functions for which we collected it, or if required by law

If you cannot find the information you need, or you have concerns about the way we are managing your personal information, then please contact us at any time.

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 <u>hello@clydecentral.co.nz</u>, or 020 401 6992, or 56 Sunderland St, Clyde .