

Jones Business Solutions Limited (**JBSL**) complies with the New Zealand Privacy Act 2020 (the **Act**) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

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.

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

- Name
- Addresses
- Contact details
- IRD and ACC numbers
- Billing details (so we can invoice you for our services)
- Other relevant personal information to enable provision of our services to you
- Electronically verified identity documentation (utilising 2Shakes software).

We collect your personal information in order to:

- Verify your identity
- Provide our services
- Interact with you including contacting you electronically (eg. text and email)
- Liaise with government organisations such as Inland Revenue, the Companies Office, and Accident Compensation Commission on your behalf
- Deal on your behalf with your bankers, suppliers and other key parties related to your business and/or personal income
- To bill you and collect money that you owe us
- For any other purpose authorised by you or by the Act.

We collect your personal information from:

- You
- Where information is publicly available
- Via Centrix when undertaking electronic verification using 2Shakes software
Note: This access is authorised by yourself in an encrypted environment
2Shakes Privacy Policy is available by visiting <http://2shakes.co.nz/terms-privacy/>

We disclose your information to:

- A person who can require us to supply your personal information (eg. a regulatory authority)
- Any other person authorised by the Act or another law (eg. a law enforcement agency)
- Any other person authorised by yourself.

We take all reasonable steps to keep your information safe from loss, unauthorised access or other misuse. We store your information with password access only and only allowing staff access where directly related to their work. Where possible your information is electronic only. We aim to have very few paper copy records.

We keep your information no longer than seven years from the date of our last interaction at which point we securely destroy it by shredding paper files or erasing any digital files.

Note 1: In many instances all client records can be removed and/or returned to you on termination of services.

Note 2: We communicate clearly how your personal information will be dealt with.

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 updated or corrected, please contact us on:

admin@jbsl.co.nz

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