

## Privacy Statement

This privacy statement is to give you an understanding of what personal information we collect and how we use it for the purpose of business operations. Dalton Electrical Company Limited may collect, hold, and use personal information about you or your business and use them in compliance with the standards set out in the Privacy Act 2020.

We will collect this information by way of communication with us in person, by phone or electronically, and/or attainment of completed and submitted forms.

The types of personal information we may collect or be provided with include, but are not limited to:

- Name
- Contact Information

### How we use this information:

- To provide you or your business with Electrical, Automation, Engineering and Consulting services, and contact you regarding these services.
- To respond to any correspondence which may include requests, enquiries, feedback, and anything else in relation to customer care or Health and safety compliance and improvement.
- To update any information, we currently hold about you or your business in our existing records.
- For any other purposes you authorise.

Providing some information is optional. If you choose not to enter your contact details, this may mean we are unable to provide services to you as promptly or efficiently as we normally would.

### Sharing your Information:

Dalton Electrical may share personal information to the following stated third-parties and is done so in a confidential basis for the purpose of business operations.

- Contractors, suppliers or providers of goods and services for the purpose of assistance in pursuing our electrical, automation, engineering and/or consulting services.
- Government agencies where required by laws or regulations, or in the course of legal proceedings or other investigations.
- Any other third-parties you authorise.

### How we hold this information:

All information is kept securely electronically in our cloud-based systems using encryption and authentication. Our IT system is monitored to ensure there is no misuse of personal information. We only allow access to the information you have given to us to staff that require it for business purposes.

We cannot guarantee that any information provided to us through our website will not be intercepted as it is over the internet.

All information is kept for as long as necessary for administrative reasons or as required by the Public Records Act 2005.

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 on one of the methods below, stating that your request is in relation to this policy:

**Email:** [office@daltonelectrical.co.nz](mailto:office@daltonelectrical.co.nz)

**Telephone:** 09 2762512

**Post:** 6 Prescott Street, Penrose, Auckland 106