

## Privacy Policy

**This privacy policy describes how One Day Training deals with your personal information, and how we protect your privacy.**

### **Our commitment to your privacy**

We respect your right to privacy and your right to view and update the personal information we hold about you. We are committed to protecting your privacy when you visit our site or contact us in any way.

We will only deal with your personal information in accordance with the Privacy Act 1993 (and it's amendments) and this privacy policy.

### **Collecting your personal information**

If you access any of our services, you will need to provide us with some or all of the following personal information:

- Your name.
- Your email address.
- Your billing or postal address.

Collectively, this is known as your "personal information". From time to time there may be photos of clients attending training workshops, these photos will not be used for any materials without prior, written consent.

**Note:** We do not handle or store credit card details.

### **Using your personal information**

We collect and use your personal information to:

- Provide you with the products and services you sign up for.
- Tell you about our new products, services and promotions: for example, if you are opted-in to email communications we may email you to let you know about new content or training you may be interested in.

### **Changing your personal information**

You have the right to view and change any personal information we hold about you at any time. We will respond within 20 working days.

### **Disclosing your personal information**

We will not sell or rent your personal information to any third party.

### **Contacting you**

We may contact you to:

- Clarify details about your training request or enrolment.
- Respond to any enquiries you make.
- Provide any information necessary for the operation and security of our site.

## **Email communications**

You can choose to remove yourself from email marketing communications by following the "unsubscribe" prompt at the bottom of each email.

## **Complaints**

One Day Training is committed to dealing quickly and appropriately with any privacy complaints. We will respond within 20 working days.

Privacy Officer: [carol@onedaytraining.co.nz](mailto:carol@onedaytraining.co.nz)

If you are concerned this privacy policy may have been breached or your privacy has been compromised, please email us immediately at [carol@onedaytraining.co.nz](mailto:carol@onedaytraining.co.nz)

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