



# myHITO Privacy Policy

## Introduction

The New Zealand Hair and Beauty Industry Training Organisation (HITO) complies with the New Zealand Privacy Act 1993 (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](http://www.privacy.org.nz)

## Changes to this policy

We may change this policy by uploading a revised policy onto myHITO. The change will apply from the date that we upload the revised policy.

## Who do we collect your personal information from

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

- Name
- Contact information
- Location
- Computer or network
- Interactions with us
- Billing or purchase information
- ITO number

## How we use your personal information

We use your Personal Information to operate, maintain, enhance and provide all features of the Service, to provide services and information that you request, to respond to comments and questions and otherwise to provide support to users.

## Disclosing your personal information

We work with third party service providers to provide website or application development, hosting, maintenance, and other services for us. These third parties may have access to or process your



Personal Information as part of providing those services for us. We limit the information provided to these service providers to that which is necessary for them to perform their functions, and we require them to agree to maintain the confidentiality of such information.

## Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

## Accessing and correcting your personal information

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at [support@hito.org.nz](mailto:support@hito.org.nz). Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

## Internet use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you post your personal information on myHITO's discussion boards or chat functions, you acknowledge and agree that the information you post is publicly available.

If you follow a link on myHITO to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of myHITO. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of myHITO.