

PRIVACY POLICY

Pito Mata Consulting Limited is committed to respecting and preserving your privacy. The following discloses the information gathering and dissemination practice for this website.

1. WHAT IS THIS PRIVACY POLICY FOR?

1.1 We are committed to preserving your privacy and treating your information with great care. This Privacy Policy ("this Policy") applies to all of our Services, including our websites, apps, and social media content. We value your trust and take our privacy obligations seriously. This Policy explains how we collect, store, use, process, and share (if at all) your information.

1.2 Where we are providing Services to you and/or your Organisation, this Policy should be read in conjunction with any terms and conditions that are specific to our Services ('the Terms').

2. WHO DOES THIS PRIVACY POLICY APPLY TO?

2.1 When we refer to "we" or "us", we mean Pito Mata Consulting Limited, Pito Mata Consulting and Pito Mata. When we refer to "you" or "your", we mean your Organisation, Key Contacts, or Individual Users.

2.2 Some of the terms that are defined in the Policy are explained at the end of the Policy.

3. WHAT INFORMATION DO WE COLLECT?

3.1 We collect information about you where we have a reason for doing so and where that reason is permitted under the [Privacy Act 2020](#). This section sets out how we collect your information.

3.2 We collect information relating to you and your use of our Services in various ways. Some of this information is collected directly from you and your interaction with our Services, and some information is collected from your Organisation where you have agreed we can receive your information. How and what information we collect about you will depend on the way you use our Services, for example, whether you are a Key Contact or Individual User.

3.3 We collect a range of information, including your name, contact information, survey response information, demographic information, your Organisation's registration details, billing details, account settings and information pertaining to your Organisation's capability development, organisational development and related diversity, equity, and inclusion practices.

3.4 Where you provide us with information about another person, you must ensure that person has agreed to such provision.

4. HOW DO WE USE YOUR INFORMATION?

4.1 We use your information for various purposes. We may use your information to do any of the following: create a membership account and maintain our membership database, provide your Organisation with our Services, manage, or improve our Services, contact you about the Services or your account, contact you for marketing purposes, to deliver Pito Mata Consulting workshops, services, and events or to respond to legal requests and prevent harm.

4.2 We may also use your information in a manner in which it is anonymised in order for us to provide de-identified, aggregated reports or studies.

5. WHO HAS ACCESS TO YOUR PERSONAL INFORMATION?

5.1 When you use our Services, we may disclose your information:

- (a)** Where you have agreed we can;
- (b)** internal in our organisation, only insofar as required to deliver on Services to you;
- (c)** to our trusted service providers and/or associates where we need to do so in order to provide our Services;
- (d)** to your Organisation where you have agreed we can do so;
- (e)** to third parties for the purpose of providing de-identified, aggregated reports or studies;
- (f)** to law enforcement agencies, and other third parties, where we are permitted to do so under the Privacy Act 2020.

6. HOW LONG DO WE KEEP YOUR INFORMATION FOR?

6.1 We will only keep your information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of meeting our legal, regulatory, accounting, or administrative requirements.

6.2 In some circumstances, we may anonymise your information (so that it can no longer be associated with you) for research or statistical analysis, or to improve our website and develop new products.

7. WHAT ARE YOUR RIGHTS?

7.1 You have various rights under the [Privacy Act 2020](#), including accessing or correcting your information for most cases. The easiest way to do this is to email us at contact@pitomata.co.nz

7.2 Further information is available at the [Privacy Commissioner's](#) website.

7.3 Any questions, comments, or requests regarding this Policy, please email us at contact@pitomata.co.nz

8. WHAT ABOUT WEBSITES WE LINK TO?

8.1 Our website may contain links to third party websites. If you click on a link to any of these websites, you will leave our website, and this may allow third parties to collect or share your information.

8.2 While every endeavour will be made to ensure that links from our website are safe, there is always risk with online browsing. We will therefore not accept any responsibility or liability for any materials on third party websites. We encourage you to check the privacy policies of all websites before you submit any personal information.

9. UPDATES TO THIS POLICY

9.1 We may update this Policy from time to time and the most current version will be posted on our website. We encourage you to check our website for the latest information on our privacy practices and our Policy.

9.2 This Policy was last updated in August 2024.

10. DEFINITIONS

10.1 In this Policy, a reference to:

- (a)** Individual User means individuals who use our Services.
- (b)** Key Contact means the individual who represents your Organisation or is the contact person for your Organisation.
- (c)** Organisation means the entity which receives our products or Services.
- (d)** Services means all services provided by Pito Mata Consulting Limited to you or your Organisation, including but not limited to, assessment surveys and tools, and this Website.
- (e)** We, us, or our means Pito Mata Consulting Limited, or a relevant associated entity
- (f)** Website means <https://www.pitomata.co.nz/>
- (g)** You or your means either the Key Contact or Individual User, as applicable.

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 contact@pitomata.co.nz or **(+64) 027 475 8834**.