

Privacy Policy

Catalyst.Net Limited

Version 1.6

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catalyst 

open source technologists

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1 Scope

- 1.1. This privacy policy describes how Catalyst collects, uses, discloses, stores and gives access to Personal Information in accordance with the Privacy Act 2020 (the “**Act**”). In particular it sets out:
 - a. **From whom** Catalyst collects Personal Information;
 - b. **What** Personal Information Catalyst collects;
 - c. **How** Catalyst collects Personal Information;
 - d. **Why** Catalyst collects Personal Information;
 - e. **How** Catalyst **uses** Personal Information;
 - f. **How** Personal Information can be **accessed** and **corrected**; and
 - g. **What** happens in the event of a Privacy Breach.
- 1.2. Any questions about this privacy policy may be directed to:

The Privacy Officer
Level 6, Catalyst House, 150-154 Willis Street,
Wellington, New Zealand
legal@catalyst.net.nz

2 From Whom Catalyst Collects Personal Information

- 2.1. Catalyst collects Personal Information from individuals with whom it interacts, including:
 - a. Catalyst’s clients and their employees, contractors and agents;
 - b. Catalyst’s employees, contractors, agents and job applicants; and
 - c. Members of the public who visit Catalyst’s premises or websites.

3 What Personal Information Catalyst Collects

- 3.1. The Personal Information that Catalyst collects may include your name, email address, physical address, telephone number, Image, billing information, Client Information and any other information supplied by you to Catalyst in the course of your interaction with us.

4 How Catalyst Collects Personal Information

- 4.1. Catalyst may collect Personal Information about you in the following ways:
 - a. When you provide information directly to us, whether in person, over the phone, via email or the postal system, via SMS message or other means of communication;
 - b. When you use our services;
 - c. When Personal Information is supplied to us by a third party;
 - d. When you visit our website we may collect your Client Information via a Data Collection Tool; and
 - e. When you visit our Premises we may collect your Image (and in some cases for security purposes, sound recordings) via CCTV cameras.

5 Why Catalyst Collects Personal Information

- 5.1. Catalyst collects Personal Information for the purposes of:
 - a. Providing services to you;
 - b. Administering our business; and
 - c. Ensuring the physical and digital security of you, our clients, visitors, staff and our Premises.

6 How Catalyst Uses Personal Information

- 6.1. Catalyst uses Personal Information to effect the above purposes.
- 6.2. The circumstances in which Catalyst may disclose Personal Information include:
 - a. Where you consent to the disclosure;
 - b. Where the disclosure is required to effect the above purposes; or
 - c. Where the disclosure is required by law.
- 6.3. Catalyst stores Personal Information:
 - a. In our IT or physical infrastructure for as long as is reasonably necessary to effect the above purposes; and
 - b. In the case of CCTV Images or sound recordings, in our IT infrastructure for no longer than three (3) months (except where necessary).
- 6.4. Personal Information may be subject to the following security measures:
 - a. User authentication and authorisation;
 - b. Network and at-rest encryption;
 - c. Patching and vulnerability management; and

- d. Physical security protocols.

7 How Personal Information Can Be Accessed and Corrected

- 7.1. You may access and submit corrections to your Personal Information by contacting us directly by any means set out at clause 1.2.

8 What Happens in the Event of a Privacy Breach

- 8.1. In the event of a Privacy Breach, Catalyst will:
 - a. In the case of a Notifiable Privacy Breach:
 - i. notify the affected individuals and organisations, including (if appropriate) law enforcement organisations; and
 - ii. notify the Office of the Privacy Commissioner;
 - b. Attempt to mitigate the extent and consequences of the breach;
 - c. Attempt to remedy the situation, as appropriate in the circumstances; and
 - d. Review the breach and Catalyst's processes and procedures with a view to minimising the risk of a similar breach occurring in the future.

Schedule 1: Interpretation

In this Privacy Policy, unless the context otherwise requires:

“**Catalyst**” means Catalyst.Net Limited, a duly incorporated company with the company number 952897 and having its registered office at Level 6, Catalyst House, 150-154 Willis Street, Wellington, New Zealand. For the avoidance of doubt, the term includes Catalyst’s agents where applicable.

“**CCTV**” means closed-circuit television.

“**Client Information**” is Personal Information relating to Your computer system and online behaviour, and includes information about Your IP Address, device and usage of our website or services.

“**Data Collection Tool**” means technology enabling the collection, measurement, analysis and reporting of data, and includes weblogs and analytics tools.

“**Image**” means the representation of your likeness, whether in physical or digital form, and includes a film or digital recording.

“**IP Address**” means internet protocol address.

“**IT**” means information technology.

“**Job Applicant**” means a person who has submitted an application for a job at Catalyst.

“**Notifiable Privacy Breach**” means a privacy breach that it is reasonable to believe have caused serious harm to an affected individual or individuals or is likely to do so.

“**Personal Information**” means information about an identifiable, live natural person.

“**Privacy Breach**” means: (a) unauthorised or accidental access to, or disclosure, alteration, loss or destruction of personal information held by Catalyst, or (b) an action that prevents Catalyst from accessing personal information held by it either on a temporary or permanent basis.

“**Privacy Policy**” means this privacy policy.

“**Premises**” means any building or place owned or leased by Catalyst or any of its Related Companies, and includes the public and semi-public areas adjoining those buildings or places.

“**Related Company**” has the meaning given in section 2(3) of the Companies Act 1993.

“**SMS**” means the short message service component of a communication system.

“**You**” means an individual whose Personal Information is the subject of this Privacy Policy; and “**your**” has a corresponding meaning.

For the purposes of interpretation and construction of this Privacy Policy:

- a. headings, underlining and the use of bold text are for convenience only and do not affect the interpretation, of the Privacy Policy.
- b. capitalised terms are defined in the Privacy Policy;
- c. words importing the singular include the plural and vice versa; and
- d. the word “including” shall not imply restriction.