

Privacy Policy

At We-Integrate, we take privacy very seriously. We've updated our privacy policy (Policy) to ensure that we communicate to You, in the clearest way possible, how we treat personal information. We encourage You to read this Policy carefully. It will help You make informed decisions about sharing Your personal information with us.

The defined terms in this Policy have the same meaning as in our Terms of Use, which You should read together with this Policy. By accessing our Website and using our Service, You consent to the terms of this Policy and agree to be bound by it and our Terms of Use.

We-Integrate collects Your personal information

We-Integrate is a provider of an App-Integrated, web-based, image/data transfer and storage system that's simple, smart, and secure and gives business owners and their staff real-time visibility of their workplace images and related reference data.

The Service involves the storage of Images and Data about businesses and individuals. Those Images and Data can include personal information. "Personal information" is information about an identifiable individual, and may include information such as the individual's name, email address, telephone number, purchase details, employment information, vehicle registration, personal property images and personal images.

We-Integrate may collect personal information directly from You when You:

- register to use the Service,
- use the Service,
- contact the We-Integrate support team, and
- visit our Website.

You can always choose not to provide Your personal information to We-Integrate, but it may mean that we are unable to provide You with the Service.

We-Integrate may receive personal information from You about others Through Your use of the Service, We-Integrate may also collect information from You about someone else. If You provide We-Integrate with personal information about someone else, You must ensure that You are authorised to disclose that information to We-Integrate and that, without We-Integrate taking any further steps required by applicable data protection or privacy laws, We-Integrate may collect, use and disclose such information for the purposes described in this Policy.

This means that You must take reasonable steps to ensure the individual concerned is aware of and/or consents to the various matters detailed in this Policy, including the fact that their personal information is being collected, the purposes for which that information is being collected, the intended recipients of that information, the individual's right to obtain access to that information, We-Integrate's identity, and how to contact We-Integrate.

We-Integrate collects, holds, and uses Your personal information for limited purposes

We-Integrate collects Your personal information so that we can provide You with the Service and any related services You may request. In doing so, We-Integrate may use the personal information we have collected from You for purposes related to the Services including:

- To verify Your identity,
- To administer the Service,
- To notify You of new or changed services offered in relation to the Service,
- To carry out relevant communication or training relating to the Service,
- To assist with the resolution of technical support issues or other issues relating to the Service,
- To comply with laws and regulations in applicable jurisdictions and communicate with You.

By using the Service, You consent to Your personal information being collected, held and used in this way and for any other use You authorise. We-Integrate will only use Your personal information for the purposes described in this Policy or with Your express permission. It is Your responsibility to keep Your password to the Service safe. You should notify us as soon as possible if You become aware of any misuse of Your password.

We-Integrate can aggregate Your non-personally identifiable data By using the Service,

You agree that We-Integrate can access, aggregate and use non-personally identifiable data We-Integrate has collected from You. This data will in no way identify You or any other individual. We-Integrate may use this aggregated non-personally identifiable data to:

- assist us to better understand how our customers are using the Service,
- provide our customers with further information regarding the uses and benefits of the Service,
- otherwise to improve the Service.

We-Integrate holds your personal information on servers located in Australia

We use top tier, third party data hosting and server providers, Linode and AWS S3 to host and back up our Services. They have in place transfer mechanisms that satisfy the requirements relating to We-Integrate's transfer of data. Refer to AWS and Linode data privacy policies for further information.

<https://aws.amazon.com/compliance/data-privacy/>
<https://www.linode.com/legal-privacy/>

By entering personal information into the Services, you consent to that personal information being hosted on AWS S3 and Linode Servers. While your personal information will be stored on AWS & Linode servers, it will remain within We-Integrate's effective control at all times. Our data hosting provider's role is limited to providing a hosting and storage service to We-Integrate, and they do not have access to Your personal information and use the necessary level of protection for Your personal information. They do not control and are not permitted to access or use Your personal information, except for the limited purpose of storing the information. This means, for example, that, for the purposes of Canadian privacy legislation and Canadian users, We-Integrate does not currently "disclose" personal information to third parties located overseas.

If You do not want Your personal information to be transferred to servers hosted by AWS, or Linode You should not provide We-Integrate with Your personal information or use the Service.

We-Integrate takes steps to protect your personal information

We-Integrate is committed to protecting the security of Your personal information and we take all reasonable precautions to protect it from unauthorised access, modification or disclosure. Your personal information is stored on secure servers all Data transferred between You and the Service is encrypted. However, the Internet is not in itself a secure environment and we cannot give an absolute assurance that Your information will be secure always. Transmission of personal information over the Internet is at Your own risk and You should only enter, or instruct the entering of, personal information to the Service within a secure environment. We will advise You at the first reasonable opportunity upon discovering or being advised of a security breach where Your personal information is lost, stolen, accessed, used, disclosed, copied, modified, or disposed of by any unauthorised persons or in any unauthorised manner.

We-Integrate only discloses Your Personal Information in limited circumstances

We-Integrate will only disclose the personal information You have provided to us to entities outside the We-Integrate group of companies if it is necessary and appropriate to facilitate the purpose for which Your personal information was collected pursuant to this Policy, including the provision of the Service. We-Integrate will not otherwise disclose Your personal information to a third party unless You have provided Your express consent. However, You should be aware that We-Integrate may be required to disclose Your personal information without Your consent in order to comply with any court orders, subpoenas, or other legal process or investigation including by tax authorities, if such disclosure is required by law. Where possible and appropriate, we will notify You if we are required by law to disclose Your personal information.

We-Integrate does not store Your credit card details

If You choose to pay for the Service by credit card, Your credit card details are not stored by the Service and cannot be accessed by We-Integrate staff. Your credit card details are encrypted and securely stored by e-WAY to enable We-Integrate to automatically bill your credit card on a recurring basis. You should review e-WAY Privacy Policy to ensure you are happy with it.

You may request access to Your personal information

It is Your responsibility to ensure that the personal information You provide to us is accurate, complete and up-to-date. You may request access to the information we hold about You, or request that we update or correct any personal information we hold about You, by setting out Your request in writing and sending it to us at support@we-integrate.co.nz.

We-Integrate will process Your request as soon as reasonably practicable, provided we are not otherwise prevented from doing so on legal grounds. If we are unable to meet Your request, we will let you know why. For example, it may be necessary for us to deny Your request if it would have an unreasonable impact on the privacy or affairs of other individuals, or if it is not reasonable and practicable for us to process Your request in the manner You have requested. In some circumstances, it may be necessary for us to seek to arrange access to Your personal information through a mutually agreed intermediary (for example, the Subscriber).

We'll only keep Your personal information for as long as we require it for the purposes of providing You with the Service. However, we may also be required to keep some of Your personal information for

specified periods of time, for example under certain laws relating to business, corporations, money laundering, and/or financial reporting legislation.

We-Integrate uses cookies In providing the Service,

We-Integrate utilises "cookies". A cookie is a small text file that is stored on Your computer for record-keeping purposes. A cookie does not identify You personally or contain any other information about You but it does identify Your computer. We and some of our affiliates and third-party service providers may use a combination of "persistent cookies" (cookies that remain on Your hard drive for an extended period of time) and "session ID cookies" (cookies that expire when You close Your browser) on the Website to, for example, track overall site usage, and track and report on Your use and interaction with ad impressions and ad services. You can set your browser to notify You when You receive a cookie so that You will have an opportunity to either accept or reject it in each instance. However, You should note that refusing cookies may have a negative impact on the functionality and usability of the Website. We do not respond to or honour "Do Not Track" requests at this time.

You can opt-out of any email communications We-Integrate sends billing information, product information, Service updates and Service notifications to You via email. Our emails will contain clear and obvious instructions describing how You can choose to be removed from any mailing list not essential to the Service. We-Integrate will remove You at Your request.

You are responsible for transfer of Your data to third-party applications

In the event the Service becomes integrated with a third-party application You are using, the Service may allow You, the Subscriber, or another Invited User within the relevant subscription to the Service to transfer Data, including Your personal information, electronically to and from third-party applications. We-Integrate has no control over, and takes no responsibility for, the privacy practices or content of these applications. You are responsible for checking the privacy policy of any such applications so that You can be informed of how they will handle personal information.

We-Integrate has a privacy complaints process

If You wish to complain about how we have handled Your personal information, please provide our Privacy Officer with full details of Your complaint and any supporting documentation:

- by e-mail at support@we-integrate.co.nz,

Our Privacy Officer will endeavor to:

- provide an initial response to Your query or complaint within 10 business days, and
- investigate and attempt to resolve Your query or complaint within 30 business days or such longer period as is necessary and notified to you by our Privacy Officer.

This policy may be updated from time to time

We-Integrate reserves the right to change this Policy at any time and any amended Policy is effective upon posting to this Website. We-Integrate will make every effort to communicate any significant

changes to You via email or notification via the Service. Your continued use of the Service will be deemed acceptance of any amended Policy. Last updated: August 2023