



### **Use of Information**

AREC will collect and maintain in our database certain personal information from you (such as name, contact information and interactions with us) when you use our website and/or provide it to us on a voluntary basis, for example, when you make an inquiry, comment on our social media properties, contact us, subscribe to our newsletter (see further detail below) or forms.

Your email address will only be used for the purpose for which you have provided it, and it will not be added to a mailing list or used for any other purpose without your consent.

We collect your personally identifiable information in order to communicate with you.

You may choose not to disclose certain information to us. You should be aware; however, that it may mean we are restricted or prevented from communicating with you.

We will not share any information about you with third parties, except with our server host for the purposes of storing such information or as required by applicable law.

Despite our best efforts, the internet itself cannot be trusted as a secure environment. Consequently, we are unable to give an absolute promise that your information will always be safe. Sharing of personal information over the internet is to be done at your own risk. You should only give out your personal information to the website within a secure environment.

## Information Collected

Personal information supplied via the website Join Us form or upon signing up to our newsletter is passed directly to our membership system which has a separate privacy policy provided at the time you enter the data.

When you look at our website, please be aware that our Internet Service Provider makes a record of your visit and logs information about it. This is the usual practice for an Internet Service Provider. This information may include but is not limited to:

- Your name and server address
- The date and time of your visit to the site
- The pages you accessed, and documents downloaded.
- The previous site you have visited.
- The type of browser you are using.

# **Your Consent**

By using our site, you confirm that you accept the terms of this Policy and that you agreed to comply with them. If you do not agree to these terms, you must not use our site. We will review this Policy periodically, and if we ever change our policy, we shall post any changes on this page so that you are always kept informed of the information we collect, how we use it and the circumstances under which we disclose it, if at all.

It is up to you to ensure that the personal information you provide is accurate, complete, and up to date. Unless there are certain legal grounds for refusing, you may ask to access the personal information we have that is readily available. You may also ask us to update or correct any information we have about you. This may be done by requesting in writing to info@arec.nz. You will need to prove that you are the individual to whom the personal information relates.

If you have any questions or comments about our policy, please contact us.

#### Prohibited use.

You may not use services to publish content or engage in activity that is illegal under applicable law, that is harmful to others, or that would subject us to liability, including, without limitation, in connection with any of the following, each of which is prohibited under this URL:

- Phishing or engaging in identity theft.
- Distributing computer viruses, worms, Trojan horses, or other malicious code.
- Distributing pornography or adult related content or offering any escort services
- Promoting or facilitating violence or terrorist activities
- Infringing the intellectual property or other proprietary rights of others.

You also agree not to reproduce, duplicate, copy or re-sell any part of our site in contravention these terms.

When we consider that a breach of this Policy has occurred, we may take such action as we deem appropriate, including:

- immediate, temporary or permanent withdrawal of your right to use our site.
- legal proceedings against you for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach; and/or
- disclosure of such information to law enforcement authorities as we reasonably feel is necessary or as required by law.

We exclude our liability for all action we may take in response to breaches of this policy. The actions we may take are not limited to those described above, and we may take any other action we reasonably deem appropriate.

### Use of Site Material

We are the owner or the licensee of all intellectual property rights in our site, and in the material published on it. Those works are protected by copyright laws and treaties around the world. All such rights are reserved.

You may print off one copy, and may download extracts, of any page(s) from our site for your personal use and you may draw the attention of others within your organisation to content posted on our site.

You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text.

Our status (and that of any identified contributors) as the authors of content on our site must always be acknowledged (except where the content is user-generated).

You must not use any part of the content on our site for commercial purposes without obtaining a licence to do so from us or our licensors.

If you print off, copy, download, share or repost any part of our site in breach of these terms, your right to use our site will cease immediately and you must, at our option, return or destroy any copies of the materials you have made.

# Disclaimer

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The content on our site is provided for general information only. It is not intended to amount to advice on which you should rely. You must obtain professional or specialist advice before taking, or refraining from, any action on the basis of the content on our site.

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