

**PRIVACY POLICY**  
**WESTERN BUILDING SUPPLIES LTD**

1. Privacy Policy Overview

Our company has a long standing reputation which recognises the importance of protecting and respecting your rights to privacy. This policy outlines our commitment to protecting your personal information. It covers how we collect personal information, store that information and use that information in operating our business.

2. Personal Information we collect.

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

Name and contact information (such as address, email and telephone numbers), date of birth, employment history, qualifications, government related identifiers such as IRD, driver's license, passport), financial information, your trading enquiries and interactions with us and billing and purchase information. We may collect sensitive information but will only collect this type of information with your consent.

3. Purpose for collecting Personal Information.

We collect your personal information to carry out our business activities. This may include recruitment, to conduct credit checks for invoicing and billing activities, to provide products and services to you. To confirm your authority to act on behalf of another person. For promotional and training functions. To engage in a contract with you for services. To maintain up to date contact details and any other purpose that is stated to you at the time we collect that information.

4. How do we store your personal information.

All personal information is held securely. This includes information that is provided electronically and physically. We ensure that access to personal information is restricted to those that need to access it for a relevant business purpose. We have invested in security measures to protect electronic data and regularly review those controls.

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 [info@westernitm.co.nz](mailto:info@westernitm.co.nz), or 09 416 8164, or 2 Airport Road, Whenuapai, Auckland 0618.