

# Elder-Knight Consulting Ltd - Privacy Statement

***Effective from April 2023***

Anne Elder-Knight works with leaders, teams and organisations to help them get out of their own way and unlock their potential. This privacy statement outlines what information we collect, use and share, and how you can access or correct your personal information. We are committed to protecting your privacy.

We may collect the following personal information from you:

- Contact details including your address, phone number and email address
- Personal details including your name, photo, job title and occupation
- Personal information and preferences for our services which includes, but are not limited to, the information you have entered online (for example completing an online questionnaire)
- Your interactions with us
- Any other information you choose to provide us.

In some instances, we may specify how we will use the information. If not, we will use your personal information in the ways set out below to:

- Provide the services you or your organisation have requested
- Perform any agreement or contract between us
- Provide the help you requested from us
- Manage our relationship with you
- Provide promotional materials, including newsletters and other communications
- Perform market or other research.

We will generally only use personal information in the ways set out above. Where we need to use the information we have not anticipated here, we will only do so if required or permitted by law. We may also use non-personal and de-identified information in an aggregated form.

Security:

- We will only disclose personal information to people directly working at Elder-Knight Consulting or other parties if consented by you.
- We take all reasonable steps to ensure the personal information we collect is protected against loss, unauthorised access and disclosure or any other misuse.

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 [pauline@anneelderknights.com](mailto:pauline@anneelderknights.com) or PO Box 56315, Dominion Road, Auckland 1446.