

# Privacy Notice 2020

When we say 'personal data' we mean identifiable information about you, like your name, email, address, telephone number, bank account details, payment information, support queries, community comments and so on.

When we refer to 'we' (Bruce Habberfield Lee or 'our' or 'us'), that means Add Value Accountants Limited, contractors and employees. Contact can be made to us via our contact us webpage.

## Our Principles of Data Protection

- Transparency:** We take a human approach to how we process personal data by being open, honest and transparent.
- Enablement:** We enable connections and efficient use of personal data to empower productivity and growth.
- Security:** We adopt industry leading approaches to securing the personal data entrusted to us.
- Stewardship:** We accept the responsibility that comes with processing personal data.

## How we collect your data

**Information you provide to us directly:** When you visit or use some parts of our services, we might ask you to provide personal data to us. For example, we ask for your contact information when you sign up, contact us with questions or request support. This information is requested in order to provide services to you.

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

- Name and Business Entities
- Contact information
- Address and Location

Besides those who directly complete the work with you, ( our staff and contractors) we share this information with:

- Auditors of our organisation
- Chartered Accountants Australia and New Zealand
- Government agencies.
  - Accident Compensation Corporation
  - Business and Innovation
  - Inland Revenue Department
  - Statistics NZ
  - Work and Income
- Thank You Payroll, or your nominated payroll provider
- Xero Software Provider.

**Information we get from third parties:** The majority of information we collect, we collect directly from you. Sometimes we might collect personal data about you from other sources, such as publicly available materials or trusted third parties like Government Departments. We use this information to supplement the personal data we already hold about you, in order to better inform, personalise and improve our services, and to validate the personal data you provide.

Where we collect personal data, we'll only process it:

- to perform a contract with you, or
- where we have legitimate interests to process the personal data and they're not overridden by your rights, or
- in accordance with a legal obligation, or
- where we have your consent.

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 [ask@addvalue.nz](mailto:ask@addvalue.nz).