

Privacy Policy

1. Definitions

1. “We”, “our”, or “us” means Systemise Ltd.
2. “You” means you as the end user.
3. “Software” means the software called “Systemise”, which is a cloud-based management system with a number of potential uses, including scheduling bookings, quoting, jobs, invoicing and conversion statistics.

2. Data Collection

1. When you visit our website or use our Software, we collect personal information.
2. We collect and hold information you provide to us directly when you visit our website and/or use the Software.
3. We may ask you to provide personal information to us, for example as part of the sign-up process or as part of a promotion or training session.
4. We collect some information about you automatically when you visit our website or use the Software, like your IP address and device type. We also collect information when you navigate through our website and use the Software, including what pages you looked at and what links you clicked on. Some of this information is collected using cookies and similar tracking technologies.
5. Sometimes we might collect personal information about you from other sources, such as publicly available materials or trusted third parties like marketing and research companies.

3. Your Rights

1. You can ask us not to send you marketing or advertising material at any time by following the unsubscribe instructions contained in the marketing/advertising communication.
2. You have the right to know what personal information we hold about you.
3. You have the right to request a copy of your personal information.
4. You have the right to correct any incorrect personal information held.
5. You have the right to object to our continued processing of your personal information.
6. You can exercise these rights at any time by contacting us via phone or email.
7. If you are not happy with how we are processing your personal information, you can make a complaint by writing to us. We will review and investigate your complaint and try to get back to you within a reasonable time frame. You can also complain to your local data protection authority; for example, the New Zealand Privacy Commissioner.

4. How We Will Use Your Personal Information

1. Where we collect personal information, we will only use it:

- a.. to operate Software and provide the Software services to you;
- b.. to communicate with you, for example providing you with training materials;
- c.. to communicate to you operational changes such as software updates and terms of use updates;
- d.. for general marketing/advertising purposes;
- e.. to seek your feedback on the Software;
- f.. to provide technical support to you;
- g.. to monitor the Software's performance for the purpose of evaluating/optimising the Software;
- h.. obtain credit checks/assess your credit worthiness;
- i.. to list any payment default with a credit agency/debt recovery agency;
- j.. to detect and prevent any fraudulent or malicious activity;
- k.. in accordance with a legal obligation imposed on us; and/or
- l.. otherwise where we have your consent.

5. Sharing of Personal Information

1. There may be times when we need to share your personal information with third parties. We will only disclose your personal information to:

- a.. third party service providers who provide functionality support for the Software;
- b.. third party service providers who help us to market or promote our goods and services to you;
- c.. regulators, law enforcement bodies, government agencies, courts or other third parties where we consider it is necessary to comply with applicable laws or regulations, or to exercise, establish or defend our legal rights;
- d.. an actual or potential buyer (and its agents and advisers) in connection with an actual or proposed purchase, merger or acquisition of any part of our business; and
- e.. other people where we have your consent.

6. International Data Transfer

1. Your personal information may be transferred to, and processed in, countries other than the country you live in as part of our data hosting service and as part of our Software development/modification process.

7. Retention

1. The length of time we keep your personal information depends on what it is and whether we have an ongoing business need to retain it (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).

2. We will retain your personal information for as long as we have a relationship with you and for a period of time afterwards where we have an ongoing business need to retain it. Following that period, your personal information will be deleted or anonymised.