

## **Privacy Policy**

Last Updated: 24 March 2025

### **1. Introduction**

At Your Local Admin, we value your privacy and are dedicated to safeguarding your personal information. This Privacy Policy explains how we collect, use, store, and protect your data in accordance with the **New Zealand Privacy Act 2020** and the **Unsolicited Electronic Messages Act 2007**.

### **2. Information We Collect**

We may collect the following personal information:

- Name
- Email address
- Phone number

This information is collected when you voluntarily provide it, for example, when subscribing to our marketing communications.

### **3. How We Use Your Information**

We use the information collected to:

- Send you marketing emails about our products and services.
- Contact you directly regarding our offerings.
- Respond to inquiries or requests.

We **do not** sell, rent, or share your personal information with third parties.

### **4. Consent and Opt-Out Options**

By providing your contact details, you consent to receive marketing communications from us. You may withdraw your consent at any time by:

- Clicking the "unsubscribe" link in any marketing email.
- Replying to SMS messages with "STOP."
- Contacting us at [info@yourlocaladmin.co.nz](mailto:info@yourlocaladmin.co.nz)

## **5. Data Security**

We take appropriate measures to safeguard your personal information against loss, misuse, and unauthorized access. Your data is securely stored and accessible only to authorised personnel.

## **6. Access and Correction**

You have the right to access the personal information we hold about you and to request corrections if any details are inaccurate.

To do so, please contact us at [info@yourlocaladmin.co.nz](mailto:info@yourlocaladmin.co.nz)

## **7. Retention of Data**

We retain your personal information only for as long as necessary to fulfil the purposes outlined in this policy. If you wish to have your information removed, please contact us.

## **8. Updates to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on our website with the updated date.

## **9. Contact Information**

If you have any questions about this Privacy Policy or our data practices, please contact us at:

Your Local Admin

[info@yourlocaladmin.co.nz](mailto:info@yourlocaladmin.co.nz)

Phone: 020 4130 5260, 027 296 9808

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This Privacy Policy is designed to comply with New Zealand privacy laws and ensure transparency in how we handle your data.