

Privacy Policy and Notice

This is the privacy notice of Agapē Chiropractic. In this document, “we”, our, or “us” refer to Elise Eaton trading as Agapē Chiropractic.

We are company number 9429052630071 registered in New Zealand.

Our registered office is at Kings Road, Mount Roskill, Auckland.

This privacy notice aims to inform you about how we collect and handle any information that we collect from you, or that you provide to us. It covers both information that could identify you (“personal information”) and information that could not.

We are extremely concerned to protect your privacy and confidentiality. We understand that all users of our website are quite rightly concerned to know that their data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party. Our policy is both specific and strict. It complies with New Zealand law. If you think our policy falls short of your expectations or that we are failing to abide by our policy, do please tell us.

We regret that if there are one or more points below with which you are not happy, your only recourse is to leave our website immediately.

Except as set out below, we do not share, or sell, or disclose to a third party, any personally identifiable information collected at our website.

Here is a list of the information we collect from you, either through our website or because you give it to us in some other way, and why it is necessary to collect it:

1. Business and personal information

This includes basic identification and contact information, such as your name and contact details and also includes all information given to us in the course of your business and ours, such as information you give us in your capacity as our client. We undertake to preserve the confidentiality of the information and of the terms of our relationship. It is not used for any other purpose. We expect you to reciprocate this policy. Your information is stored on third party servers (Rocketspark / Cliniko) which are password protected and only accessible by Elise Eaton. The passwords are changed regularly and must be used at each point of entry to gain access. Laptops and phones used to access these third party sites are also password protected with very short time out profiles.

Your information is used:

- 1.1. to provide you with the services which you request;
- 1.2. for verifying your identity for security purposes;
- 1.3. to contact you as requested by you
- 1.4. to maintain accurate client records
- 1.5. for marketing our services and products;

1.6. information which does not identify any individual may be used in a general way by us or third parties, to provide class information, for example relating to demographics or usage of a particular page or service.

We keep information, which forms part of our business record for a minimum of seven years in accordance with the Health (Retention of Health Information) Regulations 1996. That is because we may need it in some way to support a claim or defence in court. That is also the period within which our tax collecting authorities may demand to know it.

Hand written notes are destroyed by shredding when the notes have been transferred to your digital file. If there is a delay in uploading to your digital file they are stored in a locked filing cabinet. Your hand written notes are encrypted and do not bear your name.

Any digital photographs taken during physical exam (ie. posture analysis photos) will be saved locally to the device, transferred to your digital file and then deleted off the original device. There will be no identifying information (i.e name) attached to these images. The photos will not be published or shared without your consent.

2. Purchasing on behalf of others

We assume that when you are purchasing a service for another party that you have their consent to share their personal information such as name, date of birth, email address and contact phone number.

3. Your domain name and e-mail address

This information is recognised by our servers and the pages that you visit are recorded. We shall not under any circumstances, divulge your e-mail address to any person who is not an employee or contractor of ours and who does not need to know, either generally or specifically. This information is used:

- 3.1. to correspond with you or deal with you as you expect;
 - 3.2. in a collective way not referable to any particular individual, for the purpose of quality control and improvement of our website;
 - 3.3. to send you news about the services to which you have signed up;
 - 3.4. to tell you about other of our services or services of sister websites.
4. Information you post on our website

Information you send to us by posting to a forum or blog or in your advertisement, is stored on Rocketspark servers. We do not have our own server. We do not specifically use that information except to allow it to be read, but you will see in our terms and conditions that we reserve a right to use it in any way we decide.

5. Website usage information

We may use software embedded in our website (such as JavaScript) to collect information about pages you view and how you have reached them, what you do when you visit a page, the length of

time you remain on the page, and how we perform in providing content to you. We do not presently associate such information with an identifiable person.

6. Financial information relating to your credit cards

This information is never taken by us either through our website or otherwise. Current card transactions are facilitated through an eftpos terminal on premises. If online payment is available in future, you will be transferred to a secure page on the website of Stripe / PayPal or some other reputable payment service provider. That page may have our branding, but it is not controlled by us. Our staff and contractors never have access to it. Your credit card information is stored with the third party payment servers and is not attached to our website.

7. Note on padlock symbols and other trust marks

Many companies offer certification and an icon or other small graphic to prove to website visitors that the website is safe. Some certify to a high level of safety. We do not handle information about your credit card so do not subscribe to any such service.

8. Financial information about your direct debit

We do not offer direct debit at this time.

9. Credit reference

To assist in combating fraud, we share information with credit reference agencies, so far as it relates to clients or customers who instruct their credit card issuer to cancel payment to us without having first provided an acceptable reason to us and given us the opportunity to refund their money.

10. Third party advertising

Third parties may advertise on our website. In doing so, those parties, their agents or other companies working for them may use technology that automatically collects your IP address when they send an advertisement that appears on our website to your browser. They may also use other technology such as cookies or JavaScript to personalise the content of, and to measure the performance of their adverts. We do not have control over these technologies or the data that these parties obtain. Accordingly, this privacy notice does not cover the information practices of these third parties.

11. Third party content

Our website is a publishing medium in that anyone may register and then publish information about themselves or some other person. We do not moderate or control what is posted. If you complain

about any of the content on our website, we shall investigate your complaint. If we feel, it may be justified, we shall remove it while we investigate. Free speech is a fundamental right, so we have to make a judgment as to whose right will be obstructed: yours, or that of the person who posted the content which offends you. If we think, your complaint is vexatious or without any basis, we shall not correspond with you about it.

12. Information we obtain from third parties

Although we do not disclose your personal information to any third party (except as set out in this notice), we do receive data which is indirectly made up from your personal information, from software services such as Google Analytics and others. No such information is identifiable to you.

13. Content you provide to us with a view to be used by third party

If you provide information to us with a view to it being read, copied, downloaded, or used by other people, we accept no responsibility for what that third party may do with it. It is up to you to satisfy yourself about the privacy level of every person who might see your information. If it is available to the World, neither we nor you have any control whatsoever as to how it is used.

14. Cookies

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any website. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the website.

Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our website. The cookies we use may last for a single visit to our website (they are deleted from your computer when you close your browser), or may remain on your computer until you delete them or until a defined period of time has passed.

Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you will not be able to use all the functionality of our website. Here are the ways we use cookies:

- 14.1. to record whether you have accepted the use of cookies on our website. This is solely to comply with the law. If you have chosen not to accept cookies, we will not use cookies for your visit, but unfortunately, our website will also not work well for you.
- 14.2. to allow essential parts of our website to operate for you.
- 14.3. to operate our content management system.
- 14.4. to operate the online notification form - the form that you use to contact us for any reason. This cookie is set on your arrival at our website and deleted when you close your browser.
- 14.5. to enhance security on our contact form. It is set for use only through the contact form. This cookie is deleted when you close your browser.

14.6. to collect information about how visitors use our website. We use the information to improve your experience of our website and enable us to increase sales. This cookie collects information in an anonymous form, including the number of visitors to the website, where visitors have come to the website from, and the pages they visited.

14.7. to record that a user has viewed a webcast. It collects information in an anonymous form. This cookie expires when you close your browser.

14.8. to record your activity during a webcast. An example is as to whether you have asked a question or provided an opinion by ticking a box. This information is retained so that we can serve your information to you when you return to the website. This cookie will record an anonymous ID for each user, but it will not use the information for any other purpose. This cookie will last for [three] months, when it will be deleted automatically.

14.9. to store your personal information so that you do not have to provide it afresh when you visit the website next time. This cookie will last for [90] days.

14.10. to enable you to watch videos we have placed on YouTube. YouTube will not store personally identifiable cookie information when you use YouTube's privacy-enhanced mode.

15. Sending a message to us

When you send a message, we collect the data you have given to us in that message in order to contact you and to provide to you the information you need. We keep your message and our reply in order to keep accurate records of any communication between us and in some cases increase the efficiency of our business. The messages you send and our replies to you are stored on Rocketspark servers.

16. Complaining

When we receive a complaint, we record all the information you have given to us. We use that information to resolve your complaint. If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

17. Re-marketing

We may use re-marketing from time to time. This involves Google or some other supplier placing a tag or marker on our website in order to be able to serve to you an advert for our products / services when you visit some other website.

18. Affiliate information

This is information given to us by you in your capacity as an affiliate of us or a customer or client of ours. Such information is retained for business use only. We undertake to preserve the confidentiality of the information and of the terms of our relationship. It is not used for any other purpose. We expect any affiliate to agree to reciprocate this policy. As an exception to this, we have the right to disclose your first name and URL of your affiliate connection to other affiliates and to any other person or organisation, on and off the website. The reason is solely to enable us to mention winners and others whose performance as an affiliate is in some way outstanding.

19. Use of the website by children

We do not market to children, nor do we sell products or services for purchase by children. We do sell products and services for end use by children, but for purchase by adults. If you are under 16, you may use our website only with consent from a parent or guardian. Such child users and visitors will inevitably visit other parts of the website and will be subject to whatever on-site marketing they find, wherever they visit.

20. Disclosure to Government and their agencies

We are subject to the law like everyone else. We may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order or if we believe you are a risk to yourself or other or have committed a crime.

21. Compliance with the law

This privacy policy has been compiled so as to comply with the law of every jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your country, we would like to hear from you, but ultimately it is your choice as to whether you wish to use our website.

22. Review or update personally identifiable information

At any time you may review or update the personally identifiable information that we hold about you, by contacting us at the address below. To better safeguard your information, we will also take reasonable steps to verify your identity before granting access or making corrections to your information.

23. Removal of your information

If you wish us to remove personally identifiable information from our website, you may contact us at elise@agapechiropractic.co.nz. To better safeguard your information, we will also take reasonable steps to verify your identity before granting access or making corrections to your information.

24. Data may be “processed” outside New Zealand

Our website is hosted in New Zealand. We use third party websites for payments and for storage of client records which are not based in New Zealand. Accordingly data obtained within the New Zealand may be “processed” outside New Zealand and data obtained in any other country may be processed within or outside that country.

If you have any question regarding the privacy policy, please contact us through the contact page.

