



## Privacy Policy

This privacy policy sets out how RLB uses and protects any information that you give when you use this website. RLB understands that privacy is important to you, and is committed to complying with the National Privacy Principles (NPPS), which is contained in the Privacy Act 1993.

### What personal information does RLB collect?

The personal information we will collect from you generally includes your name, business and email addresses and contact numbers. We do not collect personal information that we do not need. Our website does not use persistent cookies.

### How does RLB use personal information?

We need to collect personal information so that we can provide our products and services and conduct our business. RLB does not sell, rent or trade your personal information to third parties. Your personal information may be disclosed to third parties however if required by applicable laws, or to service providers in or outside of New Zealand who provide services in connection with our products and services. If you would like to opt out of receiving future communication from RLB you can do so by contacting us at the contact details set out below, or by following instructions on the communication to opt out.

### Security

RLB takes reasonable steps to ensure the security of your personal information. We frequently update our anti-virus software to protect our systems from computer viruses. Further, all RLB employees are required, as a condition of employment, to treat personal information held by RLB as confidential. However, you should be aware that the internet is not a secure environment. We cannot protect personal information before it reaches us.

### Access to personal information

You have the right to seek access to your personal information handled by RLB. To do so please contact us at the contact details set out below.

### Accuracy of information

You have the right to ask us to modify your personal information when it is inaccurate, incomplete or out of date, or to delete your personal information. To do so please contact us at the contact details set out below so that we can update our records.

### Contacting us

If you would like to contact us about any matter relating to privacy, our details are outlined below:

- > 0800 850 060
- > [info@rlbpackaging.co.nz](mailto:info@rlbpackaging.co.nz)