

Privacy Policy

1. Outline of this privacy policy

Ascension Kitchen Limited (**Ascension Kitchen**) is committed to protecting the personal information of all its customers and email subscribers (**Customers and Subscribers**).

This privacy policy will help Customers and Subscribers understand how and why Ascension Kitchen collects information, how that information is stored, how they access and correct that information, and when we might disclose information to other people.

This policy does not limit or exclude any rights that a Customer or Subscriber has or may have under the Privacy Act 1993 (**Privacy Act**) of New Zealand. For further information on the Privacy Act, please see www.privacy.org.nz.

2. Application of this privacy policy

This privacy policy applies to all instances in which personal information is collected from a Customer and/or Subscriber by Ascension Kitchen.

3. Changes to this policy

Ascension Kitchen may change this policy by uploading a revised privacy policy to this website, www.ascensionkitchen.com (**Website**). All Customers and Subscribers agree to be bound by the privacy policy that is in effect at the time they make use of the Website.

4. Collection of personal information

1. Ascension Kitchen may, in addition to other information, collect the following information about a Subscriber:

- a. the Subscriber's name
- b. the Subscriber's email address

If a person opts in via the Website to receive any free digital download, that person becomes a Subscriber and will automatically be added to Ascension Kitchen's free newsletter delivered via email. If the Subscriber does not wish to receive this newsletter, they can opt out at any time, via the unsubscribe link at the footer of these newsletters.

2. Ascension Kitchen may, in addition to other information, collect the following information about a Customer:

- a. the Customer's name

- b. the Customer's email address
- c. the Customer's residential address and country of origin

If a person purchases any product sold by Ascension Kitchen, that person becomes a Customer, and will automatically be added to Ascension Kitchen's free newsletter delivered via email. If the Customer does not wish to receive this newsletter, they can opt out at any time, via the unsubscribe link at the footer of these newsletters.

5. Use of personal information

Information collected from Customers and Subscribers will be used:

- a. to verify Customer and Subscriber identity
- b. to market electronically to Customers and Subscribers via email newsletters
- c. to communicate with Customers and Subscribers in relation to any products purchased
- d. to respond to Customer and Subscriber communications, including complaints
- e. to invoice any Customer and collect payment, this includes sharing the information entered online when making an online purchase with necessary third parties including payment processors, financial gateways, and the Customers credit card company to authorize credit card payments – this is shared purely for the purpose of carrying out the transaction
- f. to co-operate with any government, industry or regulatory authorities
- g. to protect and/or enforce our legal rights and interests, including defending any claim; or
- h. for any other purposes authorised by a Customer or the Privacy Act

6. Disclosure of information

Unless expressly authorised to do so by the relevant Customer or Subscriber, or under this privacy policy, Ascension Kitchen will not disclose any Customer or Subscriber's personal information to any third party, except where disclosure relates to the purposes for which the information was collected (as stated in clause 5 above).

7. Protection and retention of personal information

Ascension Kitchen will take all reasonable steps to ensure the personal information collected, used or disclosed in accordance with this privacy policy is accurate, complete, up-to-date and stored in a secure environment protected from unauthorised access, modification or disclosure. Ascension Kitchen will hold personal information collected in accordance with this privacy policy both before and after the provision of its Services, but only for so long as we are legally entitled to do so.

8. Access to and updates of personal information

Customers and Subscribers may request to see the personal information that is held

by Ascension Kitchen on its behalf or to correct or update any personal information. Customers and Subscribers may request access to all of the personal information that we hold about them by contacting us at info@ascensionkitchen.com