

Privacy Policy

SellIt.Media Limited (“we”, “us” or “our”) takes its obligations in relation to privacy seriously. In this Privacy Policy (**Policy**), “you” and “your” means the individual providing Personal Information to us.

This Policy provides information in relation to the basis on which we collect, hold, use and disclose your Personal Information. **Personal Information** has the same meaning as in the New Zealand Privacy Act 1993. In essence, that is information relating to an individual that can be used to identify an individual or which is linked to an identified individual. Other terms that are capitalised but not otherwise defined in this Policy carry the same meaning as in the Terms and Conditions applying to the use of this website.

By using this website you agree to the terms of this Policy.

1. Updates to this Policy

- 1.1 This Policy will be reviewed from time to time to take into account new laws and technology, changes to our operations and practices and the changing business environment. The most current version of this Policy is located on this website and can also be obtained by contacting us (see our Contact Us section below).
- 1.2 Use and disclosure of Personal Information collected from you is subject to the Policy in effect at the time such Personal Information is collected, unless otherwise agreed with you.

2. Collection of Personal Information

- 2.1 We collect Personal Information in order to conduct our business, including in particular to provide the Website and Website Services and to meet our legal obligations.
- 2.2 We may collect and hold Personal Information about Buyers and Bidders, Sellers and visitors to our Website, or any other person that comes into contact with us.
- 2.3 In general, the Personal Information we collect and hold includes (but is not limited to): your name, address, contact details (including email address), bank account details, information you provide in relation to the Media, location at the time the Media is recorded and any other information which assists us to provide the Website and the Website Services.
- 2.4 If Personal Information we request is not provided, you may not be able to use the auction facilities of the Website or we may not be able to supply the relevant service to you. In particular, if you are a Seller and you do not provide your bank account details, we will be unable to provide payment details to the Buyer for the purpose of facilitating payment for any exclusive licence that you grant to the Buyer in relation to the Media.

3. How We Collect Personal Information

- 3.1 We collect Personal Information through your use of the Website and the Website Services, including when you submit a Media listing or register on the Website to bid on Media. The Website may also state other ways in which we collect information when a webpage asks for information from you. Your Personal Information may also be collected from third parties you authorise us to contact, or as otherwise permitted by the Privacy Act.
 - 3.2 If you access the Website and the Website Services from outside of New Zealand, you agree that any Personal Information you provide us is subject to this Policy and the Privacy Act.
 - 3.3 We may also use cookies on the Website. A cookie is a small data file stored on a device with a web browser (eg computer or ipad). It can contain information about your device, your IP address, your session, and the online activity on the Website of anyone using your device. Most browsers allow you to disable or reject the use of cookies. If you disable or reject the
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use of cookies some functionality on the Website may not be available or it may take longer to use that functionality.

- 3.4 We may also use technology to alert us when you open an email and/or sms alert from us. You can modify your email and/or notification preferences by clicking the appropriate link included in the footer of the email notifications if you do not wish this to occur.
- 3.5 We may use social media services like Twitter, Instagram and Facebook. Where used, these services may be linked to this website through the use of social media buttons. Your use of these third party services is entirely optional. We may make use of any information that you make public when you use any such third party services for the purposes of our business.
- 3.6 We may provide you with the ability to make payments using PayPal. We may also use payment services provided by other third parties necessary to provide you with our services.
- 3.7 All such third party services are governed by the privacy policies and/or practices of the third party service providers, for which we are not responsible. If you do not want to provide Personal Information to any of those third parties, or make information publicly available, you should not use their particular service.

4. **Complete and Accurate Personal Information**

- 4.1 Any Personal Information you supply to us through the Website, must be complete and accurate. You agree that we may contact you to verify your Personal information, if we need to.

5. **Purposes for which We Collect, Use and Disclose Personal Information**

- 5.1 We collect Personal Information for the following purposes:
 - 5.1.1 to conduct our business, which may include reviewing and analysing our own processes;
 - 5.1.2 to provide you with the services you have requested, including to identify you when we provide those services;
 - 5.1.3 to provide our marketing material to you;
 - 5.1.4 to optimise your experience as either a Buyer, Bidder, Seller or visitor to the Website;
 - 5.1.5 to communicate with you, which includes responding to any message or enquiry you send us and identifying you when you want to communicate with us;
 - 5.1.6 to help manage and enhance the website and our offerings;
 - 5.1.7 to take any action in any case of dispute, or legal proceeding of any kind between you and us, or between you and any other person with respect to our business;
 - 5.1.8 to comply with our legal obligations; and
 - 5.1.9 any other purpose made known to you when collecting the Personal Information.
 - 5.2 We reserve the right to collect, use or disclose your information in order to undertake a credit check (where you wish to register as a Bidder).
 - 5.3 We may use and disclose your Personal Information for any of these purposes, in any circumstances authorised by the Privacy Act, or in any other manner with your consent. We may also collect Personal Information from such organisations we disclose to (eg a credit
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reference agency), and where that happens we will deal with such Personal Information we collect from them in accordance with this Policy.

- 5.4 We may disclose your information to third parties to assist us to send you our emails. We provide those third parties with your name and relevant contact information. Where email communications are sent, that third party service provider may collect information about your interaction with the communication and may collect information about your activity on our website. This information includes whether you opened the email, the links you clicked on, the webpages viewed and the dates and times of such access and activity. Information about the device used to access the email may also be collected. The third party provides this information to us for the various purposes outlined in this Privacy Policy.
- 5.5 Where you provide your email address to us, you agree that we may contact you using that email address for any of the above purposes.
- 5.6 In relation to the Website Services, we use and disclose your Personal Information to enable the auction, sale and purchase of Media. When you upload Media to the Website you will be prompted to provide certain Personal Information and information about the Media. When you submit the Media to the Website you agree that certain information (your name, the location and date your Media was recorded and a brief explanation of the event) can be made publicly available on the Website and in our marketing material. In addition:
- 5.6.1 As a Seller you agree to Personal Information, including your name, contact email address and bank account details, being shared with the Buyer as is necessary to enable the transaction between you and the Buyer to be completed.
- 5.6.2 As a Buyer you agree to Personal Information, including your name and contact email address, being shared with the Seller as is necessary to enable the transaction between you and the Seller to be completed.
- 5.7 As a Seller, where you have agreed to being contacted about your Media, you authorise us to disclose your contact details to third party media organisations who request such information, to allow such media organisations to contact you in respect of your Media.
- 5.8 We will only provide marketing material to you if you requested us to do so or in order to provide our services to you. We may also contact you to confirm if your preferences are still appropriate. Where you receive marketing material from us by email and/or sms you can unsubscribe in accordance with the unsubscribe facility in the email or sms.
- 5.9 We may also disclose your Personal Information to anyone else to whom you authorise us to disclose it to.
- 5.10 We do not otherwise share your Personal Information without your consent, except where permitted by the Privacy Act, unless we believe it is necessary:
- 5.10.1 to enforce the terms and conditions of the Website;
- 5.10.2 because we are legally required to do so, such as to comply with a subpoena;
- 5.10.3 to respond to a government request to which we are obliged by law to respond, or where the Privacy Act permits us to respond;
- 5.10.4 so we, or other authorised agencies (including credit card and payment facility providers) can detect, investigate, prevent or address, fraud, security or technical issues;
- 5.10.5 to otherwise protect our property, legal rights, or that of others; or
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5.10.6 for the purposes of carrying out the matters noted in the section below on the Management of Personal Information.

6. Management of Personal Information

- 6.1 Personal Information collected by us is held by us. Our address is set out below.
- 6.2 We may transfer Personal Information to third parties to perform services on our behalf, to process the information for us, or hold it on our behalf. These third parties may be offshore, but we will not authorise them to use such information for their own purposes.
- 6.3 The Privacy Act requires us to take reasonable steps to protect the security of Personal Information. Our personnel are required to respect the confidentiality of Personal Information and the privacy of individuals.
- 6.4 We takes reasonable steps to protect Personal Information held from misuse, loss and from unauthorised access, modification or disclosure, for example by use of physical security and restricted access to electronic records.
- 6.5 Where we no longer require your Personal Information for a permitted purpose under the Privacy Act, we will take reasonable steps to delete it.

7. Contact Us

- 7.1 You have the ability to seek access to your Personal Information and to ask for it to be corrected if you think it is wrong. Subject to the exceptions set out in the Act, you may seek access to, or seek the correction of, the Personal Information which we hold about you by contacting us as follows:

(email) hello@sellit.media

(write to us) PO Box 2446
Wakatipu
Queenstown 9349

- 7.2 If you contact us, we will require you to verify your identity and specify what Personal Information you require access to. A reasonable fee may be charged for providing access. We will advise you of the likely cost in advance.
- 7.3 If a dispute were to arise between us and we cannot resolve this with you, then you may contact the Office of the Privacy Commissioner whose website is [here](#).

8. Governing Law

- 8.1 This Policy is governed by the laws of New Zealand.
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