

Privacy Policy

1 PURPOSE

Skevington Contracting Limited (referred to as “Skevingtons”) is committed to protecting your personal information. This Privacy Policy outlines how we collect, use, store, and disclose personal information in accordance with the Privacy Act 2020.

2 SCOPE

This policy applies to all personal information collected by Skevingtons from customers, employees, contractors, and visitors, whether collected in person, online, or via any other communication method. It also applies to all Skevingtons personnel handling such data.

3 ACCOUNTABILITIES

Company is responsible for implementing and maintaining this policy. All staff, contractors, and visitors must comply with this policy. Managers and supervisors must ensure staff are trained and aware of privacy responsibilities. The Privacy Officer must be notified in the event of a breach.

4 HOW WE COLLECT PERSONAL INFORMATION

We collect personal information directly from individuals or from third parties where necessary and lawful. This includes in person, over the phone, email, via our website, and through business processes such as recruitment, service delivery, and operations.

5 WHAT PERSONAL INFORMATION WE COLLECT

Depending on your relationship with us, we may collect your name, contact details, identification documents, employment records, financial information, technical information (IP addresses, device details), and any other information relevant to our business relationship.

6 WHY WE COLLECT PERSONAL INFORMATION

We collect personal information to provide our services, comply with legal obligations, respond to enquiries, process applications, manage employment or contracting relationships, and for business operations including security, analytics, and customer engagement.

7 HOW WE USE AND SHARE PERSONAL INFORMATION

We use personal information only for the purpose it was collected, or as otherwise permitted by law. We may share personal information with employees, contractors, service providers, and regulatory authorities, where required. All third parties are required to comply with confidentiality and data protection standards.

8 STORAGE AND SECURITY

Personal information is stored securely in physical and electronic formats. We use password protection, access controls, employee training, secure disposal, and third-party data security arrangements to protect information.

9 YOUR RIGHTS: ACCESS, CORRECTION, AND DELETION

You have the right to access and correct your personal information. You may also request deletion where appropriate. Requests should be made to the Privacy Officer. We will respond within 20 working days unless legally exempt.

10 DIRECT MARKETING AND CONSENT

We may use your contact details to send you marketing communications. You can opt out at any time. If required by law (e.g. product recalls), we may still contact you regardless of your marketing preferences.

11 OVERSEAS DISCLOSURES

We may disclose personal information overseas (e.g., to related companies or service providers). We ensure safeguards comparable to the Privacy Act 2020 are in place.

12 THIRD PARTY WEBSITES

Our website or social media pages may link to third-party websites. We are not responsible for their privacy practices. Please read their privacy policies before providing personal information.

13 WHAT HAPPENS IF YOU DON'T PROVIDE INFORMATION

If you do not provide requested information, we may not be able to offer certain services or employment. Please ask us if you are unsure.

14 BREACH MANAGEMENT

We take privacy breaches seriously. If a breach occurs that may cause serious harm, we will notify affected individuals and the Privacy Commissioner and take steps to prevent further harm.

15 HOW TO CONTACT US

Privacy Officer: Jane Beel
Email: jane@skevingtons.co.nz
Phone: 03 465 1880
Address: 121 Tiverton Street, Palmerston 9430

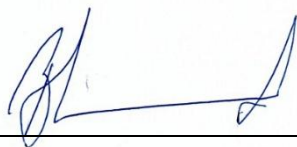
16 COMPLAINTS PROCESS

If you have concerns about how we handle your personal information, contact our Privacy Officer. We aim to acknowledge complaints within 3 working days and resolve them within 5 working days. If unsatisfied, you may contact the Office of the Privacy Commissioner (www.privacy.org.nz).

17 BREACH OF POLICY

A breach of this policy will be treated as a disciplinary matter and may lead to disciplinary action up to and including dismissal.

Blair Skevington - Director:



Date: 5/02/2026