

Privacy Policy

Policy version: V2
Policy last updated: 31st August 2025
Approved by: Jenny Turner, Director, Human Fabric

PURPOSE

Personal information is information about an identifiable individual (a natural person). This policy sets out how we will collect, use, disclose and protect your personal information on our websites (www.humanfabric.co.nz and www.neurodiversity-atwork.com – our “Sites”), and in the marketing and delivery of our services. This Privacy Policy applies in addition to the terms and conditions of our Sites.

PLAIN LANGUAGE SUMMARY

Human Fabric Limited (we, us, our) is committed to protecting your privacy and handling your personal information responsibly. Your privacy matters to us.

We follow the privacy rules in each country where we operate – including Australia, New Zealand, the UK, the EU, Canada, and the USA. These laws set standards for how we collect, use, store, and share your personal information. In simple terms, this means:

- We only collect the information we need.
- We keep it safe and secure.
- We use it for the reasons we tell you about.
- You have rights to access, correct, or request deletion of your information.
- You can contact us or your local privacy authority if you’re concerned.

OUR COMMITMENT

We comply with all relevant privacy and data protection laws in the regions where we operate, including:

- The Privacy Act 1988 and the Australian Privacy Principles (APPs) (Australia)
- The Privacy Act 2020 (New Zealand)
- The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (United Kingdom)
- The EU General Data Protection Regulation (GDPR), as overseen by the Data Protection Commission (Ireland, for EU users)
- The Personal Information Protection and Electronic Documents Act (PIPEDA) (Canada)
- Applicable federal and state privacy and consumer protection laws, including those enforced by the Federal Trade Commission (FTC) (United States)

WHO DO WE COLLECT YOUR PERSONAL INFORMATION FROM

We collect personal information about you from:

- you, when you provide that personal information to us, including via the website and any related service, through any registration or subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products
- third parties where you have authorised this or the information is publicly available.

If possible, we will collect personal information from you directly.

HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information:

- to provide services and products to you
- to market our services and products to you, including contacting you electronically (e.g. by email for this purpose)
- to improve the services and products that we provide to you
- to bill you and to collect money that you owe us, including authorising and processing credit card transactions
- to respond to communications from you, including a complaint
- to conduct research and statistical analysis (on an anonymised basis)
- for any other purpose authorised by you or the Act

LEGAL BASIS FOR PROCESSING

We collect and process personal data about users only when we have a legal basis for doing so under Article 6 of the GDPR. We rely on the following legal bases to collect and process the personal data of users in the EU:

1. Users have provided their consent to the processing of their data for one or more specific purposes;
2. Processing of user personal data is necessary for us to pursue a legitimate interest. Our legitimate interest is not overridden by the interests or fundamental rights and freedoms of users. Our legitimate interest(s) are for the marketing and delivery of our services, as outlined in 'How we use your personal information', below; and
3. Processing of user personal data is necessary for us to take, at the request of a user, steps before entering a contract or for the performance of a contract to which a user is a party. If a user does not provide the personal data necessary to perform a contract, then we may be unable to provide some services, such as coaching.

HOW WE PROTECT YOUR PERSONAL DATA

In order to protect your security, we use the strongest available browser encryption and store all of our data on servers in secure facilities. All data is only accessible to our employees. Our employees are bound by strict confidentiality agreements and a breach of this agreement would result in the employee's termination.

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

DISCLOSING YOUR PERSONAL INFORMATION

We may disclose your personal information to:

- any member of our organisation or contracted coach or consultant to our organisation, who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.
- any business that supports the delivery of our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- a person who can require us to supply your personal information (e.g. a regulatory authority)
- any other person authorised by the Act or another law (e.g. a law enforcement agency)
- any other person authorised by you.

A business that supports our services and products may be located outside New Zealand. This may mean your personal information is held and processed outside New Zealand.

We will not sell or share your data with other third parties, except in the following cases:

1. If the law requires it;
2. If it is required for any legal proceeding;
3. To prove or protect our legal rights; and
4. To buyers or potential buyers of this company in the event that we seek to sell the company.

HOW LONG WE STORE PERSONAL DATA

User data will be stored for ten years. You will be notified if your data is kept for longer than this period.

CONSENT

By using our Site users agree that they consent to the conditions set out in this Privacy Policy.

You can withdraw your consent by email to support@humanfabric.co.nz or on the “manage subscriptions” page of the website.

YOUR RIGHTS AS A USER

Under the GDPR, you have the following rights:

1. Right to be informed;
2. Right of access;
3. Right to rectification;
4. Right to erasure;
5. Right to restrict processing;
6. Right to data portability; and
7. Right to object.

HOW TO ACCESS, MODIFY, DELETE THE DATA COLLECTED

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to who we disclosed your personal data, if you would like your data to be deleted or modified in any way, or if you would like to exercise any of your other rights under the GDPR, please contact our privacy officer listed under key contacts.

HOW TO OPT OUT OF MARKETING

You can opt-out of the use of your personal data for marketing emails. You can opt-out by clicking "unsubscribe" on the bottom of any marketing email or updating your email preferences under "manage subscriptions"

COOKIE POLICY

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can choose to be notified each time a

cookie is transmitted. You can also choose to disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We use the following types of cookies on our Site:

1. Functional cookies

Functional cookies are used to remember the selections you make on our Site so that your selections are saved for your next visits;

2. Analytical cookies

Analytical cookies allow us to improve the design and functionality of our Site by collecting data on how you access our Site, for example data on the content you access, how long you stay on our Site, etc;

3. Targeting cookies

Targeting cookies collect data on how you use the Site and your preferences. This allows us to personalise the information you see on our Site for you; and

4. Third-Party Cookies

Third-party cookies are created by a website other than ours. We may use third-party cookies to monitor user preferences to tailor marketing around their interests.

CHILDREN

We do not knowingly collect or use personal data from children under 16 years of age. If we learn that we have collected personal data from a child under 16 years of age, the personal data will be deleted as soon as possible. If a child under 16 years of age has provided us with personal data their parent or guardian may contact our privacy officer.

COMPLAINTS

If you have any complaints about how we process your personal data, please contact us through the contact methods listed in the *Contact Information* section so that we can, where possible, resolve the issue.

If you have a concern about how we handle your personal information, you can also lodge a complaint with your local privacy authority:

- Australia – Office of the Australian Information Commissioner (OAIC)
- New Zealand – Office of the Privacy Commissioner (OPC)

- United Kingdom – Information Commissioner’s Office (ICO)
- European Union (Ireland) – Data Protection Commission (DPC)
- Canada – Office of the Privacy Commissioner of Canada (OPC)
- United States – Federal Trade Commission (FTC)

CONTACT INFORMATION

Data Controller: Human Fabric Limited is the data controller and can be contacted at: support@humanfabric.co.nz, or in writing to: Human Fabric c/o B:Hive, 72 Taharoto Road, Takapuna, Auckland 0622.

Data Protection Officer & Privacy Officer: Jenny Turner jenny@humanfabric.co.nz, B:Hive, 72 Taharoto Road, Takapuna, Auckland, 0622

CHANGES TO THIS POLICY

We will update our practices to remain compliant with future changes in privacy regulations.

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.