



Ezy Entry Guest Register

Privacy Statement and Consent

The Ezy Entry Guest Register is used for the sole purpose of registering visitors visiting for quick and easy entry to premises. Your information may also be viewed by the administrators and developers of the database for the purpose of ensuring the system is operating as intended.

The personal information collected from you will include:

- The date and time of your entry to the premises
- Your full name
- Your address
- Your phone number
- Your email
- Your date of birth

In addition to the above, facial recognition data (or your driver's licence data if you have elected not to use the facial recognition option) will be retained for the purpose of enabling you to subsequently access the venue quickly and conveniently without the need to complete the guest register in full again.

We may also collect personal information from third parties authorised by you, or where a third party can provide information by law.

Where you do not provide us with all the information requested or the information provided to us is incorrect, we will be unable to provide services to you.

The above personal information will be retained for three months after last sign-in, at which point it will be automatically destroyed.

The information will be retained electronically in a national or regional database, which is secure and encrypted. The database is owned and administered by a COMS.

Anonymised data may be collated for reporting purposes.

We reserve the right to modify or amend this statement at any time. All changes will be uploaded to our website (www.coms.net.nz) and will be marked with an effective date. Any information collected prior to the change in statement will be treated in accordance with the previous statement. Any information collected after the effective date of the statement will signify acceptance of the updated statement.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please email info@coms.net.nz, or phone 0800 266 797. Within 20 working days of that request we will notify you of our decision. There may be circumstances where that timeframe is extended, and we will notify you of that.

Access may be refused or all or part of your information requested may be withheld in limited circumstances provided for under the Privacy Act 2020.

By entering the venue, you consent to the above personal information being collected, stored, and distributed as set out above.

More information on privacy can be found on the Office of the Privacy Commissioners website <https://www.privacy.org.nz>

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