

# Privacy Statement

**Felicity Wilson t/a Business Systems Sorted** collects personal information from clients, including information about their:

- Name
- Contact information
- Location of business premises
- Computer or network (only if applicable to services provided)
- Driver's license and qualification details, including that of any employees (only if applicable to services provided)
- Interactions with us
- Purchase information.

I, **Felicity Wilson t/a Business Systems Sorted** collect your personal information in order to:

- Be able to complete my services as directed by the client eg for WOF/COF IO &/or VI application/s, WOF/COF QMS implementation/update, health and safety records, etc
- Invoice my clients
- Provide ongoing bring-up services (only if applicable and authorised by the client).

Please note, providing this information is optional. If a client chooses not to, **Felicity Wilson t/a Business Systems Sorted** may be unable to provide my services in their entirety.

All information held by **Felicity Wilson t/a Business Systems Sorted** will be kept secure and not divulged to any third party, except where authorised by the client eg forms part of an application the client is making to that third party [eg WOF/COF IO and/or VI application/s to Waka Kotahi NZTA, etc]. Information such as copies of driver's license and qualifications will be deleted immediately after they have been used to complete required applications/updates and will not be retained for any length of time by **Felicity Wilson t/a Business Systems Sorted** under any circumstances, without the client's express approval.

The client has the right to ask for a copy of any personal information **Felicity Wilson t/a Business Systems Sorted** holds about them, and to ask for it to be corrected if they think it is wrong. Clients can do this by contacting Felicity (Fliss) Wilson directly by emailing **fliss@businesssystemssorted.co.nz** or phoning **022 1511243**.

F Wilson

Signed by: \_\_\_\_\_

Dated: 10 January 2022

Felicity Wilson t/a Business Systems Sorted