

# Club2ic Privacy Policy

Topspin Systems Ltd (We) provide a web based club membership management Service called Club2ic. Privacy is very important to us as personal data is the core of this Service. By accessing our website and using our Service, You consent to the terms of this Policy and agree to be bound by it and our Terms of Service.

## Club2ic collects Your personal information

The Service involves the storage of Data about organisations and individuals. That Data can include personal information of individuals such as name, gender, date of birth, address, email address, telephone number and other information that may be requested from time to time.

Club2ic collects personal information when You register to use the Service and when You use the Service. If You do not provide the information then We are unable to provide You with the Service.

## Club2ic may receive personal information from You about others

Through Your use of the Service, Club2ic may also collect information from You about someone else. If You provide Club2ic with personal information about someone else, You must ensure that You are authorised to disclose that information to Club2ic and that, without Club2ic taking any further steps required by applicable data protection or privacy laws, Club2ic may collect, use and disclose such information for the purposes described in this Policy.

This means that You must take reasonable steps to ensure the individual concerned is aware of and/or consents to the various matters detailed in this Policy, including the fact that their personal information is being collected, the purposes for which that information is being collected, the intended recipients of that information and the individual's right to obtain access to that information.

Where requested to do so by Club2ic, You must also assist Club2ic with any requests by the individual to access or update the personal information You have collected from them and entered into the Service.

## Club2ic collects, holds, and uses Your personal information for limited purposes

The personal information that Users provide will only be used in connection with the Services offered by Club2ic, to communicate with Users in relation to the Services, or to co-operate with any government or regulatory authorities.

Club2ic reserves the right to use and aggregate data (on an anonymous basis) in relation to Users' use of the Services for research, marketing and training purposes.

## Club2ic holds your personal information on servers located in New Zealand.

All Data, including personal and non-personal information, that is entered into the Service by You, or imported on Your instruction, is transferred to Club2ic's servers by transmission across the Internet. By using the Service, You consent to Your personal information being transferred to our servers as set out in this Policy.

Club2ic is committed to protecting the security of Your personal information and we take all reasonable precautions to protect it from unauthorised access, modification or disclosure. Your personal information is stored on secure servers in New Zealand that have SSL Certificates.

### **Club2ic only discloses Your Personal Information in limited circumstances**

Club2ic will not otherwise disclose Your personal information to a third party unless You have provided Your express consent. However, You should be aware that Club2ic may be required to disclose Your personal information without Your consent in order to comply with any court orders, subpoenas, or other legal process or investigation, if such disclosure is required by law. Where possible, We will notify You if We are required by law to disclose Your personal information.

### **Club2ic does not store Your credit card details**

If You choose to pay for the Service by credit card, Your credit card details are not stored by the Service and cannot be accessed by Club2ic staff.

### **Club2ic uses cookies**

In providing the Service, Club2ic utilises "cookies". A cookie is a small text file that is stored on Your computer to assist with Your use of the Service. A cookie does not identify You personally.

### **You must keep Your password safe.**

It is Your responsibility to keep Your password to the Service safe. You should notify us as soon as possible if You become aware of any misuse of Your password, and immediately change your password within the Service.

### **You may request access to Your personal information**

It is Your responsibility to ensure that the personal information You provide to us is accurate, complete and up-to-date. You may request access to the information we hold about You, or request that we update or correct any personal information we hold about You, by writing to us at [support@club2ic.com](mailto:support@club2ic.com).

### **You can opt-out of any email communications**

Club2ic sends invoices, product information and Service notifications to You via email. You can choose to be removed from any mailing list not essential to the Service. Club2ic will remove You at Your request.

### **This policy may be updated from time to time**

Club2ic reserves the right to change this Policy at any time, and any amended Policy is effective upon posting to this Website. Club2ic will make every effort to communicate any significant changes to You via email or notification via the Service. Your continued use of the Service will be deemed acceptance of any amended Policy.