

## Privacy policy

### You own Your Data

TIKI-OS is an online member registration system which stores personal information about an organisations member's as provided or entered by that organisation. TIKI-OS will store information that is entered by You, or automatically imported on Your instruction. The Data entered, or imported on instruction, by You remains Your property and TIKI-OS will not use nor make available for use any of this information without Your permission.

#### You control who has access to Your Data

The Data entered, or imported on instruction, by You is stored securely in a database and is only accessible to any person You have authorized to use the Service. It is Your responsibility to keep Your password safe. TIKI-OS, TIKI-OS's staff and TIKI-OS's partners do not have access to Your password and are therefore unable to access Your Organisation's account or Data without receiving an invitation to do so from You.

#### TIKI-OS monitors system usage

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TIKI-OS will never access the details of any financial transaction entered and stored in the Service. TIKI-OS will never access system usage history for a specific identifiable user, except where granted permission by that person to assist with resolution of a system issue or error.

TIKI-OS staff and key commercial partners can access non-identifying and aggregated usage information and transaction volumes in order to better understand how our customers are using the Service so we can improve the system design and where appropriate have the system prompt users with suggestions on ways to improve their own use of the system. All aggregated usage information is stored in a secure TIKI-OS data warehouse facility.

#### Your Data is sent securely across the internet

TIKI-OS's servers have SSL Certificates issued by leading certificate authorities Entrust & GTE Cybertrust, so all Data transferred between users and the Service is encrypted. However, the Internet is not in itself a secure environment. Users should only enter, or instruct the importation of, Data to the database within a secure environment. This means that Your browser must support the encryption security used in connection with the Service.

TIKI-OS stores your Data in the location TIKI-OS considers will give You the most efficient access from wherever in the world You may be. Access and storage controls via the Service are however administered by TIKI-OS in New Zealand as the custodian of that Data. Where You access or input Data from somewhere other than the country where the Data is stored or to be stored, You consent to that Data being transferred from one country to the other (including via any intermediate country) as a function of transmission across the internet.

#### TIKI-OS will give you access to Your Data at any time

Provided You have met Your obligations under the Service Terms of Use, on request TIKI-OS will provide You with a full export of the Data in a common file format determined by TIKI-OS. Access to the Data may be permanently deleted by TIKI-OS 40 days after You stop paying for the Service or at Your request.

#### Your browser stores no information that will identify You or your Organisation

The Service utilises "cookies" and other technical measures that enable us to monitor traffic patterns and to serve you more efficiently if you revisit the site. A cookie does not identify You personally or contain any other information about You or Your Organisation, but it does identify Your computer. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance.

TIKI-OS will not sell or otherwise provide Your personal information to a third party, or make any other use of personal information about You for any purpose which is not incidental to the normal use of the Service.

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

TIKI-OS sends billing information, product information, Service updates and Service notifications to You via email. Where appropriate email communication will contain clear and obvious instructions describing how You can opt to be removed from the mailing list. TIKI-OS will remove You upon Your request.

#### You are responsible for checking the Privacy Policy of any third-party applications the Service links to

The Service may contain links enabling the electronic transfer of data with third-party applications. TIKI-OS takes no responsibility for the privacy practices or content of these applications.

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

TIKI-OS reserves the right to change this policy at any time and any amended policy is effective upon the posting on this website. TIKI-OS will make every effort to communicate these changes to You via email or notification via the website.

#### Please read our Terms of Use

Use of the Service is subject to TIKI-OS's **Terms of Use** and this Privacy Policy should be read in conjunction with this. In the event of a conflict or disagreement between this Privacy Policy and the Terms of Use, the Terms of Use will prevail.

Last updated: 13 January 2011