Privacy Policy

Introduction

Your privacy is important to us. MFG Management Limited and the Matariki Forestry Group (together, MFG) are committed to protecting the privacy of individuals and handling personal information responsibly. We may collect, use, store, disclose and protect personal information only where reasonably necessary for our business activities, operational requirements and legal obligations.

MFG manages personal information in accordance with the Privacy Act 2020 and other applicable legal requirements. This includes personal information collected directly from individuals, as well as information obtained from third parties, where permitted by law and necessary for our business operations.

This Privacy Policy explains how MFG collects, uses, stores, discloses and safeguards personal information in connection with its forestry operations, recruitment activities, contractor management, property access systems, business relationships and website services.

This Privacy Policy applies to personal information collected through MFG's websites, including www.matarikiforests.co.nz and MFG's online induction system (together, the "Sites"), as well as through our interactions with employees, job applicants, contractors, customers, suppliers, landowners, visitors and other individuals who engage with MFG.

Please read this Privacy Policy carefully.

How we collect personal information

MFG may collect personal information about you **directly** from you in the following ways:

- when you contact us seeking information about us, our products or services or anything on our website or to access information made available only to registered users;
- in the course of verifying your identity, qualifications, credentials, contractor status, access permissions, or other information necessary for MFG's business operations and health and safety obligations;
- in the course of providing our products and services to you; or
- when you apply to work at MFG Management.

We may collect personal information about you indirectly in the following ways:

- from publicly available sources, including public registers, websites, social media platforms, and other publicly available information, where relevant to our business operations, relationships, products or services;
- from third parties, including people acting on your authority, people or organisations you authorise us to contact, referees, recruitment agencies, agents, consultants, contractors, service providers, customers, suppliers, landowners, forestry partners, industry bodies, regulators, government agencies and other organisations we work with;
- through your use of our websites and any services, applications or functionality available through them; and
- from any other source where collection is lawful and permitted under applicable privacy laws.

Information collected from third parties

Where we collect personal information about you from a third party, we will take reasonable steps to notify you of the collection and the matters required by the Privacy Act 2020, unless an exception under the Privacy Act applies.

Information about other individuals

If you provide personal information about another individual to MFG, you should ensure that you are authorised to do so and that the individual is aware that their information may be collected, used, disclosed and stored in accordance with this Privacy Policy.

Types of personal information we collect

MFG may collect personal information including:

- name and contact details;
- address and location information;
- employment and recruitment information;
- contractor and training records;
- licences, qualifications and certifications;
- emergency contact details;
- health and safety information relevant to site access and operational safety;
- access control, visitor management, security and site-entry records;
- correspondence and communications with MFG; and
- information generated through use of our websites and systems.

Purposes for collecting, using and holding personal information

MFG may collect, use and hold personal information for purposes including:

- recruitment and employment-related activities;
- contractor onboarding, induction and management;
- verifying identity, qualifications, training and site access permissions;
- meeting health and safety obligations;
- managing access to MFG properties and facilities;
- providing products and services;
- responding to enquiries and requests;
- managing relationships with customers, suppliers, contractors and landowners;
- protecting MFG's people, property, assets and operations;
- complying with legal and regulatory obligations; and
- any other purpose authorised by or required under law.

If you choose not to provide the personal information we request, MFG may be unable to provide you with certain services, grant access to MFG properties, process your application or enquiry, or otherwise assist you.

Disclosure of personal information

MFG does not sell, rent, or otherwise make available personal information to third parties for their own marketing purposes. However, where reasonably necessary for the purposes described in this Privacy Policy and to safely and efficiently operate MFG's business, we may disclose personal information to:

- MFG employees, field staff, contractors and service providers who support our operations, information technology systems, health and safety programmes, security systems, recruitment processes and business administration;
- security providers, emergency services, medical providers and first responders where necessary to protect the health, safety and wellbeing of workers, contractors, visitors, members of the public, or to protect property, plant and equipment;
- landowners, forestry partners, customers, logistics providers and other organisations involved in forestry operations;
- professional advisers, including auditors, insurers, accountants and legal advisers;
- credit reference agencies and other credit providers;
- government agencies, regulators, courts, tribunals and law enforcement authorities where required or authorised by law; and
- any other person or organisation where you have authorised the disclosure or where disclosure is otherwise permitted by law.

Information collected through our websites

When you visit or use MFG's Sites, we may automatically collect certain information about your device and website usage, including your IP address, browser type, operating system, access times, pages viewed, links clicked, referring website, length of visit and other usage information. We collect this information through cookies, log files, web beacons and similar technologies to help us operate, maintain and improve our Sites and services.

Log files

When you visit our Sites, our systems automatically record certain information, such as your IP address, browser type, language settings, referring website, and the date and time of your visit. We use this information to understand how our Sites are used, monitor performance, improve functionality, administer our Sites, and generate usage statistics. This information is generally not used to identify individuals.

Cookies and similar technologies

MFG uses cookies, web beacons and similar technologies to improve the functionality and performance of our Sites and to better understand how visitors use them.
These technologies may collect information about how you interact with our Sites, including pages visited, features used and browsing preferences. This information helps us improve user experience, maintain security, analyse website traffic and enhance our online services.
Where information collected through these technologies can be linked to an individual, it will be treated as personal information and handled in accordance with this Privacy Policy.

Managing cookies

Most web browsers allow you to manage or disable cookies through your browser settings. If you choose to disable cookies, some features of our Sites may not function as intended.
For more information about managing cookies, please refer to your browser provider's guidance.

Storage, security and retention of personal information

MFG is committed to keeping personal information secure. We take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification and disclosure. Personal information may be stored electronically and/or in physical records, and access is restricted to authorised personnel who require the information for legitimate business purposes.

We retain personal information only for as long as necessary to fulfil the purpose for which it was collected, or as otherwise required by law. When personal information is no longer required, we will securely destroy it or de-identify it.

Access and correction of your personal information

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. Requests for access or correction may be sent to the Privacy Officer at the contact details below.

Complaints

If you are making a complaint, MFG may request additional details from you and may need to engage or consult with other parties in order to investigate and deal with your complaint. MFG will investigate your queries and privacy complaints within a reasonable period of time, depending on the difficulty of your complaint. MFG will notify you of the outcome of the investigation.

Disclosure to overseas recipients

MFG may disclose your personal information to service providers who are located outside of the country where you are based, such as cloud storage providers. Our service providers are located overseas, including in Australia.

MFG will ensure that personal information transferred overseas from the country where you are based is protected in accordance with this Privacy Policy and the Privacy Act 2020.

Third party terms

MFG's sites may contain third party links leading to other websites that are not managed by us, and which may not follow the same privacy policies that MFG adopts. Where you click a link, you understand that you will commence dealing with a third party that we are unable to control. Your dealing when on that linked site will be subject to the terms that the owner of that site wishes to offer. MFG recommends that you check any relevant privacy policies before providing your personal information to any third party.

Changes to Privacy Policy

This Privacy Policy was last updated November 2026. MFG may update this Privacy Policy from time to time, and if it does so, MFG will post the updated policy on its Site. If you do not accept the contents of this Privacy Policy, please do not provide us with your personal information.

Contact us

If you have any queries about this Privacy Policy, would like to access or correct your personal information, or if you have a question or complaint about how MFG handles your personal information, please email our Privacy Officer at privacyofficer@matarikiforests.co.nz.

Our registered office is Level 1, 8 Mahuhu Crescent, Downtown Auckland.

Our postal address is PO Box 9283, Newmarket 1149, Auckland.

More information

For information about New Zealand's Privacy Act 2020 and how it protects the personal information of individuals in New Zealand, please visit www.privacy.org.nz.