

Privacy Policy

Rationale

Two Rivers Community Trust is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for Two Rivers Community Trust in dealing with privacy considerations.

Policy

Two Rivers Community Trust collects and administers a range of personal information for the purposes of employment, processing donations, communication, improving our website and the provision of any other service you have requested or given us permission for. If you decide not to provide personal information, we may not be able to carry out these activities and functions. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The Trust recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 2020.

The Trust is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Personal information

‘Personal information’ is any information or opinion that can identify or be used to identify you. We collect and hold personal information from our donors, supporters, volunteers, employees, contractors, visitors, and other individuals. For example, if you are a donor, we would collect and hold your name, address, e-mail address, phone number and credit card or bank account details. From time to time, we may collect more detailed personal information, but provision of more detailed information is purely voluntary.

The Trust will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction or removal.

Cookies

When you use our website, we may collect personal information from you automatically through cookies including:

your IP address and or domain name; your operating system (type of browser and platform); and the date, time and length of your visit to the website.

We use this information primarily for the compilation of statistical information about the use of our website. Most web browsers are set by default to accept cookies. However, if you do not wish to receive any cookies, you may set your browser to either prompt you to refuse cookies or automatically refuse cookies.

Credit and debit card security

We work diligently to protect the security of your personal cardholder information, including credit and debit card information.

When you submit personal information including credit card details, a secure server is used. Our electronic database is secured by a firewall to ensure, so far as practicable, that it is not accessed by unauthorised parties.

If you send us personal cardholder data by email or by postal mail or provide us with this information over the phone, we have strict processes in place to ensure that we meet privacy standards and only store cardholder data in a secure environment.

Job applicants

When the Trust receives an application for employment personal information that was included in the application may be collected, such as your contact details, career history, education details, eligibility to work in New Zealand, written references and other career-related information. This may also include sensitive information, such as medical information or criminal history.

The following personal information may also be obtained from third parties:

- personal information through a recruitment service provider
- prior employment history from previous employers or nominated referees
- criminal record history, by way of a criminal history check
- eligibility to work in New Zealand, by way of a visa status check
- educational qualifications, by way of requesting confirmation of qualifications or results from an academic institution.

If personal information is obtained from third parties, reasonable and practicable steps will be taken at or before the time of collection (or as soon as practicable after collection) to notify an individual, or otherwise to ensure awareness of the collection of personal information.

Personal information may be collected during the recruitment process for the purpose of assessing and progressing an application, inviting applicants to apply for future positions of interest at the Trust and conducting statistical reporting and analysis in relation to the recruitment processes. Your personal information for future job opportunities may be held, unless specifically requested to be deleted.

By applying for a job and providing your personal information, an individual is providing consent to collect personal information, using and disclosing it for the purposes set out in this Privacy Statement. This may include disclosing your personal information to referees and also to other third parties that we use to help with the recruitment process. Personal information may also be disclosed to law enforcement agencies to verify whether an individual has a criminal record.

Complaints

Feedback, questions and complaints may be directed to either the Chairperson of the Trust or alternatively to the

Office of the Privacy Commissioner (Phone: 0800 803 909)