



**WYAT**

# PRIVACY POLICIES

INTERNET PRIVACY POLICY  
PRIVACY POLICY

PERSON RESPONSIBLE	James Baty
REVIEW PERIOD	Every 3 years
DATE POLICY ADOPTED	July 4 <sup>th</sup> 2023
STATUS	Final
DATE LAST REVISED	-
REVISION NUMBER	-
SUPERSEEDS	Previous Policies
NEXT REVIEW DUE	July 4 <sup>th</sup> 2026

# INTERNET PRIVACY POLICY

This web site is owned and operated by Wairoa Young Achievers Trust and will be referred to as "We", "our" and "us" in this Internet Privacy Policy. By using this site, you agree to the Internet Privacy Policy of this web site ("the web site"), which is set out on this web site page. The Internet Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the web site.

We reserve the right, at our discretion, to modify or remove portions of this Internet Privacy Policy at any time. This Internet Privacy Policy is in addition to any other terms and conditions applicable to the web site.

We recognise the importance of protecting the privacy of information collected about visitors to our web site, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with. This Internet Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

## 1. Personal Information

- 1.1 Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in New Zealand.

## 2. Use of Information

- 2.1 Personal information that visitors submit to our site is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose unless we disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from the web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.

## 3. Collecting information on Registered members

- 3.1 As part of registering with us, we collect personal information about you in order for you to take full advantage of our services. To do this it may be necessary for you to provide additional information to us as detailed below.

## 4. Disclosure

- 4.1 Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.
- 4.2 We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.

## 5. Security

- 5.1 We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.
- 5.2 However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our own systems.
- 5.3 In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

## 6. Collecting Information for Users

- 6.1 IP Addresses
- 6.2 Our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.
- 6.3 Cookies and Applets
- 6.4 We use cookies to provide you with a better experience. These cookies and allow us to increase your security by storing your session ID and are a way of monitoring single user access.
- 6.5 This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the

site.

**7. Access to Information**

- 7.1 We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.
- 7.2 In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

**8. Problems or questions**

- 8.1 If we become aware of any ongoing concerns or problems with our web sites, we will take these issues seriously and work to address these concerns. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us.

# PRIVACY POLICY

Here at Wairoa Young Achievers Trust we respect your personal information and do our upmost to ensure it remains private. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us.

## 1. Personal Information

1.1 Personal information about our clients is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in New Zealand.

## 2. Use of Information

2.1 Personal information about our clients is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose other uses in this Privacy Policy or at the time of collection. Copies of information submitted, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.

2.2 Employees are not permitted to browse information or use it for non-work purposes. This is considered misconduct and will be subject to a disciplinary process.

## 3. Storage of information

3.1 All information is stored securely in our online secure cloud filing system and cannot be shared outside of our organisation. All employees access is password protected to prevent others from using their accounts to access information.

3.2 Any paper files are stored in locked filing cabinets in the office which is also locked when we are not on site.

3.3 Once your information is no longer required, we will securely destroy it or remove it from our electronic storage system.

3.4 All Trust information is kept in perpetuity as part of our archives.

## 4. Breaches

4.1 Any thefts of physical paperwork or devices containing personal information are immediately reported to Police. Where possible account access is disabled remotely.

4.2 If we believe your personal information has been subject to theft or been inappropriately disclosed, we will inform you as well as notify the appropriate authorities for example, Privacy Commissioner. We will notify you no later than 72 hours after we are aware of a notifiable privacy breach.

## 5. Security

5.1 We strive to ensure the security, integrity and privacy of personal information submitted to us, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

5.2 However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us. Once we do receive your information, we will also make our best efforts to ensure its security on our own systems.

5.3 In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

## 6. Updating Your Information

6.1 We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.

## 7. Information held on minors

### 7.1 Confidentiality and information sharing

(a) The Privacy Act 2020 and the Children, Young Persons, and Their Families Act 1989 (CYPF Act) says that information can be shared to keep children safe when abuse or suspected abuse is reported or investigated.

(b) Electronic and paper information should be stored securely and not discussed in an open area

### 7.2 Recording information about suspected abuse or neglect

(a) If a child makes a direct allegation or disclosure follow the guidance under 'Responding to the child' about recording their statement.

- (b) For instances where there is no direct allegation or disclosure by the child.
- (c) Formally record and submit to management:
- (d) Anything said by the child that is relevant to your concerns about suspected abuse or neglect.
- (e) The date, time, location of any factual concerns or observations and the names of any staff that may be relevant.
- (f) The factual concerns or observations that have led to the suspicion of abuse or neglect e.g., any physical, behavioural or developmental concerns.
- (g) The action taken by the Trust.
- (h) Any other information that may be relevant

***Disclaimer statement to add to forms:***

The collection and use of the information provided on this form is for the purpose of carrying out the services our client has engaged us to perform. This includes working with third parties who perform services under our direction or the client's direction. All information is stored securely and in accordance with our Privacy Policy. For more information or to report a suspected breach please contact our Privacy Officer at [privacy@wyat.co.nz](mailto:privacy@wyat.co.nz).