



Tamatea Pōkai Whenua

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Tamatea Pōkai Whenua Trust (TPW) respects your privacy and is committed to protecting the personal information you provide to us.

This Privacy Statement explains how TPW may collect, use, store and protect personal information when you use our website, complete an online form, register or update your details, communicate with us, or otherwise provide information to us electronically.

Personal information collected through this website is managed in accordance with the **Privacy Act 2020**, TPW's **Privacy Policy** and other applicable legislation of Aotearoa, New Zealand.

INFORMATION WE MAY COLLECT

When you use the TPW website, we may collect personal information that you choose to provide to us, including:

- your name;
- contact details, including your email address, telephone number and postal address;
- whakapapa and membership information where relevant to membership registration or verification;
- information provided when registering or updating your membership details;
- information provided when applying for grants, scholarships, distributions, programmes or other member benefits;
- information submitted through surveys, consultation or feedback processes;
- information contained in enquiries or correspondence you send to us; and
- any other information you voluntarily provide through the website.

We will only collect personal information that is reasonably necessary for TPW's functions and activities.

Where practicable, TPW will collect personal information directly from you.

WHY WE COLLECT YOUR INFORMATION

TPW may collect and use personal information for purposes including:

- registering and maintaining membership records;
- verifying membership or whakapapa where appropriate;
- maintaining accurate member contact information;
- responding to enquiries and requests;
- administering grants, scholarships, distributions and other member benefits;
- managing registrations for hui, events, programmes and activities;
- communicating TPW news, pānui and important information;
- communicating about Annual General Meetings, Special General Meetings, elections, voting and other governance matters;



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- consulting and engaging with members and whānau;
- administering surveys and collecting feedback;
- providing services or information requested by you;
- improving TPW's services, programmes and website;
- meeting TPW's legal, governance and administrative responsibilities; and
- other purposes directly related to the reason the information was collected.

If TPW wishes to use your personal information for a purpose that is not directly related to the purpose for which it was collected, we will ensure there is an appropriate lawful basis for doing so.

EMAIL AND ELECTRONIC COMMUNICATIONS

If your email address or other electronic contact information is held by TPW, we may communicate with you about matters relevant to TPW, your membership, member benefits, governance, events, services, programmes and other relevant opportunities.

You may unsubscribe from applicable general or promotional communications using the unsubscribe facility provided or by contacting TPW.

Unsubscribing from general or promotional communications does not automatically remove your contact information from TPW's membership records.

Where appropriate and lawful, TPW may continue to contact you regarding essential membership, governance, legal, transactional or service-related matters.

Further information is available in TPW's **Members Email Communications and Anti-Spam Policy** and **Website Members Email and Communications Notice**.

WEBSITE AND TECHNICAL INFORMATION

When you visit the TPW website, certain technical information may be collected automatically.

Depending on the systems used by our website, this may include:

- your device or browser type;
- your IP address;
- the date and time you accessed the website;
- pages you visited;
- how you navigated through the website;
- the website or search engine that referred you to our website; and
- general website usage information.

TPW may use this information to understand how the website is being used, maintain website security, identify technical issues and improve website functionality and user experience.

Where technical information can identify an individual, TPW will treat it as personal information.

COOKIES

The TPW website may use cookies or similar technologies to support website functionality and understand how visitors use the website.



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Cookies are small files or pieces of information stored on your device by a website.

Depending on the website services being used, cookies may assist TPW to:

- ensure the website functions correctly;
- remember website preferences;
- understand website usage and performance;
- improve website content and functionality; and
- maintain website security.

You may be able to disable or manage cookies through your browser settings. Disabling some cookies may affect how parts of the website operate.

Where consent to non-essential cookies is required, TPW will provide an appropriate mechanism for users to make that choice.

SHARING YOUR PERSONAL INFORMATION

TPW will not sell or trade your personal information.

We will only disclose personal information where there is an appropriate reason to do so, including where:

- you have authorised the disclosure;
- disclosure is necessary for the purpose for which the information was collected;
- a service provider is assisting TPW to deliver or administer an authorised service;
- disclosure is necessary to protect the safety or wellbeing of a person;
- TPW is required or permitted to disclose the information by law; or
- another lawful basis applies.

Where external service providers process personal information on behalf of TPW, TPW will take reasonable steps to ensure the information is appropriately protected.

THIRD-PARTY WEBSITES AND SERVICES

The TPW website may contain links to websites, platforms or services operated by other organisations.

TPW is not responsible for the privacy practices, security or content of external websites. We encourage you to review the privacy statements of those organisations before providing personal information to them.

Where TPW uses an external provider to operate part of its website or provide an online service, personal information may be processed through that provider's systems.

TPW will take reasonable steps to ensure that external services used to process personal information provide appropriate privacy and security protections.

PROTECTING YOUR INFORMATION

TPW takes reasonable steps to protect personal information against:

- loss;
- unauthorised access;
- misuse;
- modification;
- disclosure; and
- other inappropriate use.



Access to personal information is limited to people who require access for legitimate TPW purposes.

While TPW takes reasonable security precautions, information transmitted over the internet cannot be guaranteed to be completely secure. If TPW becomes aware of a privacy breach, it will respond in accordance with its **Privacy Breach Response Procedure** and applicable legal requirements.

KEEPING YOUR INFORMATION ACCURATE

TPW takes reasonable steps to ensure the personal information it holds is accurate, complete, relevant and up to date where it is used or disclosed.

Members are encouraged to advise TPW when their contact or membership information changes.

ACCESSING OR CORRECTING YOUR INFORMATION

You have the right to ask TPW for access to personal information we hold about you and to request correction of that information.

If TPW does not make a requested correction, you may ask us to attach a statement of correction to the information where applicable.

To request access to or correction of your personal information, please contact TPW using the contact details provided on our website.

TPW may need to verify your identity before providing access to personal information or making changes to a membership record.

HOW LONG WE KEEP YOUR INFORMATION

TPW will retain personal information only for as long as it is required for the purpose for which it was collected or where retention is required for legal, governance, financial, membership, historical or other legitimate purposes.

Information that is no longer required will be securely disposed of or anonymised in accordance with TPW's information and records management requirements.

PRIVACY CONCERNS OR COMPLAINTS

If you have concerns about how TPW has collected, used, stored or disclosed your personal information, please contact us in the first instance so we can consider and respond to your concern.

Privacy concerns will be referred to TPW's **Privacy Officer** or other person responsible for privacy matters. You also have the right to make a complaint to the **Office of the Privacy Commissioner** if you believe your privacy rights have been breached.

CHANGES TO THIS PRIVACY STATEMENT

TPW may update this Website Privacy Statement from time to time to reflect changes to our website, systems, services, practices or legal obligations.

The current version will be published on the TPW website.



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CONTACT US

If you have questions about this Privacy Statement, the personal information TPW holds about you, or how your information is managed, please contact **Tamatea Pōkai Whenua Trust** using the contact details provided on our website.

For further information about how TPW manages personal information and electronic communications, please refer to our:

- **Confidentiality and Privacy Policy**
- **Members Email Communications and Anti-Spam Policy**
- **TPW Email and Communications Notice**

TPW is committed to protecting the information entrusted to us and respecting the privacy of our members, whānau and everyone who engages with us.

For more information, please refer to our **Members Email Communications and Anti-Spam Policy** and **Confidentiality and Privacy Policy**, or contact TPW directly.