

E Tū Whānau

Privacy and confidentiality of personal and organisational information



Our privacy notice tells you how we treat your information. This includes how we collect, use, protect, and share it. We will always treat your information with respect and keep it safe to protect your privacy.

Collecting and using your information

We take all reasonable steps to ensure that the information we hold is accurate, and that we only use it for the purposes that it was collected for in the first place.

You have the right to ask for a copy of any information we hold about you. You also have the right to find out more detail about how we use your information, and to ask for it to be corrected if you think it is wrong.

Personal information

We collect your personal information (for example, your name, address etc.) so we can, for example:

- engage with you
- maintain up to date records for email, pānui, and other communication purposes
- fulfil orders of E Tū Whānau resources
- administer entries into E Tū Whānau competitions and other events.

We get this information from you when you engage with us, for example when registering for E Tū Whānau events, signing our Charter of Commitment, or joining our mailing list.

Organisational information

We collect your organisational information so we can, for example:

- contact you
- assist you with a funding application
- support the delivery of agreed outcomes
- execute contracts (if applicable).

We also collect information on your initiative, progress, and outcomes so we can, for example:

- understand the impact of funded initiatives
- understand the community environment
- understand community needs
- generate community insights
- support our learning, research, and evaluation activities.

When we use your organisational information, we'll contact you if we need your help.

Sharing your information

We do not share your *personal information* with other people, and we follow Section 9(2)(a) of the Official Information Act where withholding is necessary to protect the privacy of people.

We will only share your *organisational information* when:

- our reason for sharing matches the reason we collected it, and
- we have a specific legal reason, or
- you give us permission to share it.

Respecting your information

We are committed to respecting your information and keeping it safe. We know your information is very important and take our commitment seriously.

We have systems and safeguards in place to control how we collect, manage, and use your information. This helps us use your information appropriately and keep it safe.

Contact

If you have any questions, please contact us at admin@etuwhanau.org.nz