

Supporters of Tiritiri Matangi - Privacy Policy

This Privacy Policy governs the use of personal information by Supporters of Tiritiri Matangi Incorporated (referred to in this policy as **Supporters, we, us, or our**).

Your privacy rights

1. We are committed to complying with our obligations under the Privacy Act 2020 when dealing with personal information. Any personal information collected by us will be stored, used and disclosed in accordance with this Privacy Policy.
2. This Privacy Policy should be read in conjunction with any other applicable terms and conditions relating to your membership, appointment as a guide or volunteer, and/or the use of and access to our website and other products and services (collectively, **Services**).

Acceptance of this privacy policy

3. When you submit a membership application, volunteer, access or use any of our Services, or otherwise provide us with any personal information, you acknowledge that you have read and understood this Privacy Policy, and authorise the collection, use, disclosure, storage and retention of your personal information as described in this Privacy Policy.

Amendments to this privacy policy

4. We may amend and update this Privacy Policy from time to time by posting a revised version on our website. Any changes will apply from the date we post the updated Privacy Policy on the website.

How we collect information about you

5. Your personal information will be collected and is securely held by Supporters of Tiritiri Matangi Incorporated, PO Box 90814, Victoria Street West, Auckland, 1142.
6. The type of personal information that we collect will depend on the purpose for which it is collected, but may include:
 - (a) your name, email address, phone number, postal address, gender, and age;
 - (b) your financial information, such as a debit or credit card, or bank account, for the purpose of processing a membership payment or donation;
 - (c) photos or videos of you visiting Tiritiri Matangi island;
 - (d) your employment status, skills, qualifications, and interests, when you express an interest in volunteering or becoming a guide or through a specific skills survey;
 - (e) health information that may impact your ability to volunteer or be appointed as a guide, including information about your physical condition and any medication that you currently take; and
 - (f) any other information that we may reasonably request in relation to your membership, volunteer and/or guide application.

We may also generate personal information about you during the course of your membership and time as a volunteer, including recording your volunteer activity and any training or education sessions you attend.

7. We may collect personal information about you when:
 - (a) you register or renew as a member of Supporters;
 - (b) you apply to become a volunteer or guide;
 - (c) you subscribe to any of our newsletters or other publications;
 - (d) you donate to Supporters through our website;
 - (e) you attend our conservation and education programmes, or you participate in, purchase tickets to, or otherwise attend, any event run by or paid for by Supporters;
 - (f) you purchase products or services from us;
 - (g) you contact us through our website and/or provide your details to us through feedback or 'contact us' forms; and/or
 - (h) you otherwise contact us through social media, email, telephone or other means.
8. We may collect personal information about you indirectly from your employer to verify your employment status or confirm your role as a volunteer / guide. We may also collect personal information about you from any third party where you have listed them as an emergency contact.
9. If you choose not to provide personal information to us on request we may not be able to accept your application to become a member, volunteer, or guide.
10. Where you have provided personal information about another individual, you are responsible for ensuring that you have the authority and consent of that individual to provide us with their personal information.

How we use and disclose information that we collect about you

11. We will only use and disclose your personal information in accordance with your authorisation and/or for the purposes set out in this Privacy Policy, which shall include:
 - (a) to provide you with access to and use of our Services, including providing conservation and education programmes;
 - (b) to manage and facilitate your membership (including engaging with you about opportunities where your skills, experience and expertise could be utilised on a voluntary basis for the benefit of the organisation);
 - (c) to communicate with you (for example to organise volunteering, to facilitate donations, provide you with our quarterly magazine, and/or to ask you for feedback about our Services);
 - (d) to verify your identity and complete background checks, where you have applied to become a member, volunteer or guide;

- (e) where you have expressed an interest to become a volunteer or guide, to allocate you to volunteering opportunities that best suit your skills and interests;
 - (f) to undertake administrative and operational functions associated with our organisation;
 - (g) to compile records relating to Tiritiri Matangi Island and the work of Supporters for legacy, education, and research purposes; and
 - (h) to comply with any of our legal obligations (including health and safety legislation) or as otherwise permitted by the Privacy Act 2020; and
12. Where we have collected information that may be considered sensitive, including but not limited to any health information or information relating to a volunteer's physical condition, we will only use that information for the express purpose for which it is collected (i.e., to assess your suitability to become a volunteer or guide and comply with our health and safety responsibilities).
13. Where you consent to us using your personal information for marketing and promotional communications, you can opt out at any time by notifying us at opsmanager@tiritirimatangi.org.nz or by clicking the unsubscribe function included in our digital communications.

Who we may disclose your personal information to

14. We may disclose your personal information to:
- (a) our staff and committee members for the purposes of assessing and processing applications (including reviewing the skills, interests and expertise disclosed to us as part of your application to enable us to call upon you if your services could be of benefit to us);
 - (b) The Department of Conservation (including its employees / rangers) where you have registered as a volunteer or guide, and any other government entities or law enforcement organisations where we have a legal obligation to provide them with information;
 - (c) any person you have listed as an emergency contact, where an incident occurs during your volunteering which requires us to contact them;
 - (d) any service providers that we have engaged to provide a service to us in relation to our Services. For example, we may engage third parties to provide us with IT, marketing or customer support services;
 - (e) researchers and other persons interested in archived historical records relating to Tiritiri Matangi Island and the work of Supporters where it is in the public interest that such information is released (to the extent such records may include a photo or video of you visiting Tiritiri Matangi island);
 - (f) our professional advisors, including accountants, insurers and lawyers;
 - (g) any other person or organisation that you have authorised us to disclose your information to.

Access and correction of your personal information

15. You must ensure that any information you provide to us is accurate, correct and up to date. Please inform us if any of your personal information changes, to ensure that the details we hold about you are up to date and correct.
16. You are entitled to access the personal information we hold about you, and to request that we amend it if it is incorrect. If we are not willing to correct errors that you have identified in your personal information, you may request that we take reasonable steps to attach a statement to the personal information noting the correction sought.

Security of information

17. We will take reasonable steps to ensure personal information in our possession is protected and held securely.

Links to other sites

18. Our website may have links or references to third party websites or material. Our Privacy Policy does not apply to those websites, and any information collected by such third parties is governed by that third party's privacy practices or policies. We accept no responsibility or liability for the content or privacy practices of any third party websites.

How to contact us

19. If you have any queries or concerns about our Privacy Policy or our handling of your personal information please contact us at Supporters of Tiritiri Matangi Incorporated, PO Box 90814, Victoria Street West, Auckland, 1142 or by emailing us at opsmanager@tiritirimatangi.org.nz.

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