

Privacy Policy

Policy Number	4.2	Version	01
Approved on	October 2018	Policy Owner	Executive Director
Scheduled Review Date	September 2020		

PURPOSE

The purpose of this policy is to provide a framework for Brainwave Trust Aotearoa in dealing with privacy considerations.

POLICY

Brainwave Trust Aotearoa is committed to protecting the privacy of personal information it collects, holds and administers. We deal with personal information in accordance with the Privacy Act 1993.

SCOPE

This policy applies to the Brainwave Trust Team.

BACKGROUND

Brainwave Trust Aotearoa collects and administers a range of personal information for the purposes of our organisations day to day operations, including team, customer, stakeholder and supplier relations.

Brainwave Trust Aotearoa 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.

Brainwave Trust Aotearoa is bound by laws which impose specific obligations when it comes to handling information. We have adopted the following principles as minimum standards in relation to handling personal information.

Brainwave Trust Aotearoa 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.

Brainwave Trust Privacy Statement

Our commitment to your privacy

We respect your right to privacy and your right to view and update your personal information which we hold about you. We are committed to protecting your privacy when you visit our sites or contact us in any way. We will only deal with your personal information in accordance with the Privacy Act 1993 and our privacy policy.

We collect personal information from you, including information about your:

- Name
- Contact information
- Location
- Interactions with us
- Giving and purchase information

We collect your personal information to correspond with you by letter, email, text, social media or phone in order to engage with you about:

- Opportunities to provide feedback on our programmes and services
- Updates on Brainwave Trust research or programme offerings that you have expressed interest in
- Events/fundraisers/advocacy actions you may be interested in
- The impact your gifts are having and/or the advocacy actions you have taken

You can choose opt out of communications at any time. We keep your information safe by storing your data securely and not sharing data with external service providers.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at info@brainwave.org.nz.

Standards/Guidelines:

Privacy Act 1993
Privacy Statement

Related Documents:

Computer File Management Policy
Record Retention Policy