

## Introduction

Philanthropy New Zealand understands that privacy is important to our members, subscribers and to the other individuals that we have dealings with. We are a privacy conscious organisation and so we want to explain how we protect the information we gather from you.

Philanthropy New Zealand is committed to compliance with the laws that protect your Personal Information, including the New Zealand Privacy Act 1993 (the Act), as amended from time to time. We do not sell our member lists for commercial gain.

If you have any questions or concerns regarding this privacy statement, please contact us using the contact details below.

## Website

By using the Website you agree to the use of such information in accordance with this privacy statement. The practices outlined in this policy are subject to any rights or obligations we may have to handle Personal Information in accordance with the law.

## Your Information

Our Website only collects Personal Information that is specifically and voluntarily provided by visitors. Such information may consist of, but is not limited to:

- Your name, organisation, email address and other contact details
- Any comments that you might make on our pages and articles or submitted to email addresses displayed on the Website
- The content of electronic forms you submit via the Website, for example to make payments, for enquiries or to provide feedback.

We do not usually seek sensitive information, but we will, when collection is necessary, obtain your explicit consent to collect and use such information.

## Login information, cookies and web beacons

The Website's web server automatically logs the following non-personal clickstream data for statistical and system administration purposes only:

- The domain name of visitors to our Website;
- The IP addresses of visitors to our Website;
- The URL of the Website that referred you to our Website (if applicable) or the search engine which referred you to our Website (if applicable);
- Aggregate information on the date and time when our Website are accessed;
- Aggregate information on the browsers and operating systems used by visitors to our Website;
- Aggregate information on what pages are accessed.

To the extent that any clickstream data could make you identifiable, we will not attempt to identify you from clickstream data unless required by law, or to investigate suspected improper activity in relation to the Website or to assist in law enforcement.

Cookies (small text files stored in a user's browser) or Web beacons (electronic images that allow the Website to count visitors who have accessed a particular page and to access certain cookies) are required to use Philanthropy New Zealand's Member, Associate and Subscriber services.

We use cookies to record current session information, but do not use permanent cookies. You are required to re-log in to access the Member Hub area after a certain period has elapsed to protect you against others accidentally accessing your content. We do not use these cookies to identify you as an individual unless required by law.

## Emails and links to other sites

We may preserve the content of any email or "Contact us" or other electronic message that we receive. Any Personal Information contained in those messages will only be used or disclosed in ways set out in this Privacy Policy. The message content may be monitored by our service providers or our employees for purposes including troubleshooting, compliance auditing and maintenance or where email abuse is suspected.

This Privacy Policy does not extend beyond our Website. Linked Websites are responsible for their own privacy practices, and we recommend that you read the privacy policy of such sites to familiarise yourself with their respective privacy practices.

## Information security

We have in place reasonable standards of technology and operational security to protect all information provided by visitors via this Website from unauthorised access, disclosure, alteration, or destruction.

However, you should be aware that no data transmission over the Internet can be guaranteed as completely secure. So, while we strive to protect such information, we cannot ensure or warrant the security of any information you transmit to us online and you should do so at your own risk. Once any Personal Information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

If you are a member or subscriber of Philanthropy New Zealand, your username and password for the Member Hub are essential for you to use the certain restricted-access sections of this Website. For your own protection, we require you to keep these confidential in accordance with the Terms of Use.

## Use and disclosure of your Personal Information

We will not share your Personal Information with other individuals or organisations, except in accordance with this policy. You can notify us if you do not wish to receive emails or other communications through emailing us at [info@philanthropy.org.nz](mailto:info@philanthropy.org.nz).

Philanthropy New Zealand operates through its employees, contractors and committed volunteers in providing our services to you and carrying out your requests. Personal Information may be given to our consultants and other third parties in order to respond to your requests or inquiries.

We will only use or disclose the Personal Information we collect about you:

- For the purposes for which it was collected or related purposes within reasonable expectations, including, but not limited to:
  - To respond to your requests;
  - The identification of collaborative opportunities; or
  - Research, planning or improvement of the services we provide to you;
  - Providing you with information on Philanthropy New Zealand events or products that you may be interested in and that we believe is relevant to you;
- Where you have consented to its use or disclosure;
- To protect our rights or property and that of our users and, where appropriate, to comply with legal process; or
- To law enforcement, regulatory, or other government agencies, or to other third parties, in each case to comply with legal or regulatory obligations.

In the course of providing those services we may share your Personal Information with:

- Other grant-making organisations;
- Third-party service providers including organisations that assist us by providing consulting, information technology, and electronic payment services.

These disclosures may involve the transfer of Personal Information to regions or countries with different data protection rules than those under the Privacy Act. By providing your information to us through this Website, you consent to the disclosures described above.

## Employee and personal contact information

Employees' records and data will be kept by Philanthropy New Zealand in strict confidence. No information will be disclosed to any party unless required by law.

No information revealing the identity of a Member will be released to the media unless prior approval is given by that Member. We do not provide contact details of our Members, Board Members or staff without prior approval.

## Access to information

You can request a copy of your Personal Information from our Privacy Officer (see contact details below). In all cases we will treat requests to access or change information in accordance with applicable legal requirements.

## Changes to our privacy statement

We may modify or amend this privacy statement from time to time at our discretion. Any information collected will be handled in accordance with the published Privacy Policy in place at the time of collection.

## Questions

If you have any questions or concerns regarding your privacy, please contact:

Privacy Officer  
Philanthropy New Zealand  
Level 2, 50 The Terrace  
Wellington, New Zealand  
+61 (4) 499 4090  
[info@philanthropy.org.nz](mailto:info@philanthropy.org.nz)

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz)

## Definitions

**Personal Information** means information which identifies an individual or from which identity can reasonably be ascertained e.g. name, address, email address and phone number.

**Philanthropy New Zealand** means Philanthropy New Zealand (CC20346)

**Privacy Act** means the Privacy Act 1933

**Sensitive Information** means:

- a) Information or an opinion about an individual's:
  - i. Racial or ethnic origin; or
  - ii. Political opinions; or
  - iii. Membership of a political association; or
  - iv. Religious beliefs or affiliations; or
  - v. Philosophical beliefs; or
  - vi. Membership of a professional or trade association; or
  - vii. Membership of a trade union; or
  - viii. Sexual orientation or practices; or
  - ix. Criminal record;that is also personal information; or
- b) Health information about an individual; or
- c) Genetic information about an individual that is not otherwise health information; or
- d) Biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
- e) Biometric templates.

**Website** means the domain of [philanthropy.org.nz](http://philanthropy.org.nz) and associated sub-domains.