

Inspiring Communities New Zealand Privacy Policy

Who does this Privacy Policy apply to?

This Privacy Policy (“this Policy”) applies to “Inspiring Communities” (“we” or “us”), which includes both the New Zealand organisation and the entities it owns or controls. Where we are providing services to you this Policy should be read in conjunction with the agreement under which you engaged us to provide services to you (the Terms). In the event of any inconsistency, the Terms take precedence over this Policy.

We want you to know that we are committed to protecting your privacy and handling your personal information in an open and transparent way.

What does this Privacy Policy cover?

This Policy explains how we collect, handle, store and protect personal information when:

- We provide events for community groups;
- You use “this Website” or provide other information to us as an individual; or
- We perform any other activities that form part of the operation of our business.

When we refer to “this Website” we are talking about websites associated with Inspiring Communities Network. This includes;

- Pages accessed using the <https://inspiringcommunities.org.nz/> URL
- Pages that link directly to this Policy, such as Powerdigm <https://www.powerdigm.org.nz/> and Child Rich Communities <https://www.childrichcommunities.org.nz/>

This Policy also contains information about when we share information with Child Rich Communities or Powerdigm, or their related entities.

Are all areas of this Website covered by this Policy?

Certain areas of this Website may have separate privacy statements that apply to personal information collected via those pages. A separate statement may be necessary because of the nature of the personal information being collected (for example, information collected during the expressions of interest process for events) and to provide additional detail about how we handle information collected via those pages.

What laws apply to us?

When handling personal information we will comply with the New Zealand Privacy Act 2020 (as amended from time to time) (the Privacy Act). Where applicable, we will also comply with data protection laws of other jurisdictions, such as the European General Data Protection Regulation (GDPR).

We take our obligations under the Privacy Act and other applicable data protection laws seriously. Therefore, in addition to this Policy, we also:

- Maintain an internal privacy policy; and

- Where appropriate or required by the Privacy Act:
 - include terms in our agreements with our clients that describe how we handle personal information during the delivery of our events and professional services

What personal information do we collect?

As part of providing community-led services, events, or professional services to our community, we may also collect personal information from other sources (such as directly from individuals themselves or information from a third-party ticketing site for the events we run).

The types of personal information we may collect or be provided with include, but are not limited to:

- name
- contact information
- location
- interactions with us

Where we are provided with personal information by a third-party, we take reasonable steps to ensure that they have complied with the relevant obligations under the Privacy Act (and any other applicable data protection laws) in relation to that information. This may include, for example, the individual has provided us with their dietary requirements to deliver a lunch provided for an event. This information is obtained and consent given for us to collect, use and disclose that information to effectively provide the service to the individual.

Information we collect via this Website (Log information, cookies, and web beacons)

We may collect personal contact details from you when you use this Website. For example, if you sign up to receive promotional materials, thought leadership or communications about services provided by us or other organisations in the Inspiring Communities Network.

To improve your experience when you use this Website and ensure that it is functioning effectively, we also use cookies (small text files stored in a user's browser) and Web beacons (electronic images that allow this Website to count visitors who have accessed a particular page and to access certain cookies). Additional information on how we use cookies and other tracking technologies and how you can control these can be found in our [cookie notice](#).

Protecting children's privacy

We understand the importance of protecting children's privacy. This Website is not designed for, or intentionally targeted at, children 16 years of age or younger. It is not our policy to intentionally collect or store information about anyone under the age of 16. Where we do collect information from young people, we will ensure that the way we collect that information is fair in the circumstances.

How do we use your personal information?

We collect your personal information in order to:

- communicate our mahi, events and thought leadership in community-led change
- effectively deliver events and services to individuals, community groups and organisations
- Provide professional services to clients

Where we use the personal information that we collect to provide clients with agreed services, the Terms in place with each client govern the provision of our services and set out the purposes for which we may use any information that the client provides to us (including any personal information). We use that information as permitted by the Terms and this Privacy Policy and we do not use that information for any other purposes, unless it is necessary to comply with a legal or professional right or duty.

How we use information collected when we perform other activities that form part of the operation of our business?

When we collect personal information as part of performing other activities that form part of our business, we will take reasonable steps to provide clear information about the nature of those activities and how we will use any personal information collected.

We may also use non-personal, de-identified and aggregated information for several purposes including for data analytics, research, submissions, thought leadership and promotional purposes.

We may use your personal information collected via this Website:

- To provide you with promotional materials, thought leadership or communications about services provided by us or other Inspiring Community associated groups that we feel may be of interest to you;
- To manage and improve this Website;
- To tailor the content of this Website to provide you with a more personalised experience and draw your attention to information about our services that we feel may be of interest to you;
- To seek feedback on our services; and
- For market or other research purposes (however, we will only ever report aggregated results of any research we undertake, and will never include your personal information in those results unless you explicitly give us your consent).

If you do not want to receive marketing materials from us, you can click on the unsubscribe function in the communication.

When will we disclose your personal information?

We will only disclose your personal information as set out below. Importantly, we will never disclose or sell your personal information to third parties for advertising purposes, or for any other purpose without your authorisation.

We may disclose personal information to:

- Other entities in the Inspiring Communities Network
- Third parties that we engage to assist us in providing professional services to our clients or in the operation of our business (i.e. our subcontractors, advisors and suppliers).

We may share non-personal, de-identified and aggregated information with third parties for several purposes, including data analytics, research, submissions, thought leadership and promotional purposes.

Transfer of personal information outside New Zealand

We may store personal information within services provided by offshore cloud service providers. Some of the recipients of your personal information referenced above may be based in countries or regions outside of New Zealand. Accordingly, any personal information that is collected in connection with our services or your use of this Website may be transferred to countries or regions with privacy laws that are different from New Zealand's privacy laws. We will ensure that any such transfer of personal information will only be undertaken in compliance with the Privacy Act.

Where we disclose your personal information to other entities in the Inspiring Communities Network, or to third party service providers, we will ensure that the relevant third party processes your personal information in accordance with our instructions and in a manner consistent with the Privacy Act (or the GDPR, where applicable).

Blogs, forums, wikis, and other social media

This Website hosts various blogs, forums, wikis, and other social media applications or services that allow you to share content with other users (collectively 'social media applications'). Importantly, any personal information that you contribute to these social media applications can be read, collected and used by other users of the application. We have little or no control over these other users and, therefore, we cannot guarantee that any information that you contribute to any social media applications will be handled in accordance with this Policy.

On what basis do we process personal information about you?

Certain data protection laws, such as the European GDPR, require us to have a 'legal basis' for processing personal information. Where those laws apply, we may process your personal information for the purposes outlined above because:

- (a) You have consented to the processing of your personal information for those purposes;
- (b) We have a legitimate interest in processing your personal information, which may be to:
 - provide services to you and/or to the entity that has engaged us to provide the services;

- support the management of our client engagements;
- evaluate, develop or improve our services or products; or
- protect our business interests

How do we protect your information?

We hold personal information in electronic formats. We use a range of physical, operational and technological security measures to protect this information. These measures include:

- Staff education and training to ensure our staff are aware of their privacy obligations when handling your personal information;
- Administrative and technical controls to restrict access to personal information to only those people who need access;
- Technological security measures, including fire walls, encryption and anti-virus software;

How can you access your personal information, or seek to have it corrected?

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 exchange@inspiringcommunities.org.nz, or PO Box 19 109, Courtenay Place, Wellington 6149.

Where can I find out more about my privacy rights?

For further information about privacy and the protection of privacy, visit the Office of the Privacy Commissioner's website at www.privacy.org.nz.

What is our process for making changes to this Privacy Policy?

We may modify or amend this Privacy Policy from time to time.

To let you know when we make changes to this Policy, we will amend the revision date at the bottom of this page. The new modified or amended Privacy Policy will apply from that revision date. Therefore, we encourage you to periodically review this Policy to be informed about how we are protecting your information.

This Policy was updated October 2022.