

Website Privacy Policy

INTRODUCTION

At Community Trust South, we are committed to ensuring the privacy of your information. From time to time, we may collect, retain and use your personal information (including but not limited to, your name, email address, phone number and mailing address).

This Website Privacy Policy sets out our practices regarding the collection, storage, disclosure and use of your personal information in compliance with the Privacy Act 1993. Please read this Privacy Policy before using this website or submitting your personal information to this website. By using this website, you agree to be bound by the terms of this Privacy Policy. This Privacy Policy is subject to, and must be read in conjunction with, our Terms and Conditions.

TERMINOLOGY

In this Privacy Policy, the terms “we”, “us”, and “our” refer to Community Trust South and the terms “you” and “your” refer to you as a website user, or applicant.

“Personal information” includes but is not limited to: your name, email address, mailing address, phone number, user name, date of birth, contact preferences, online activity logs related to our website, IP addresses, cookie, device, browser and operating system identifiers, internet tags, location and navigational data provided by your connection, server addresses, top-level domain names, dates and times of visits to the website, pages accessed and documents downloaded, interactions with tools and advertising, previous websites visited, and the type of browser used.

COLLECTION AND STORAGE OF PERSONAL INFORMATION

We may collect and store your personal information in the following circumstances:

1. when you voluntarily provide information to us, for example:
 - a. when you complete forms on this website (including registration forms and other forms);
 - b. when you create, modify, or use any accounts or registered user facilities provided by a third party provider who provides that information to us.
 - c. when you submit questions, comments or other communications to us.

2. as you navigate through the website, certain information may be passively collected (that is, gathered without your active participation) using various technologies and means, including technical information and usage information individual to you.

USE OF PERSONAL INFORMATION

The personal information we collect will be used to provide services you have authorised or requested. We may also use personal information collected by us to:

1. verify your identity;
2. respond to any requests or correspondence from you;
3. manage and improve this website and any related services;
4. carry out internal research and development;
5. provide you with information about a service that you are using (including critical updates and announcements);
6. reduce the need for you to repeatedly enter the same information;
7. customise this website to suit your particular preferences and interests;
8. where you create a message using this website (for the purpose of sending that message to us, or to any other recipient specified by you), send that message;
9. analyse website usage, trends and statistics;
10. supply you with further information or announcements which may be of interest to you;
11. carry out grant administration and assessment;
12. publish the results of approved grants, or
13. carry out any other use that is authorised by you or is notified to you at the time of collection.

DISCLOSURE OF PERSONAL INFORMATION

We will not disclose your personal information except in accordance with this Privacy Policy (and in accordance with the Privacy Act 1993). We may use or disclose your personal information if you have authorised us to do so, or in any of the following circumstances:

1. where disclosure is connected to the purpose for which it was collected, for example, in an online application;
2. where we have given you notification of the intended use or disclosure and you have not objected to that use or disclosure;
3. we believe that the use or disclosure is reasonably necessary to assist a law enforcement agency or an agency responsible for national security in the performance of their functions;

4. we believe that the use or disclosure is reasonably necessary to enforce any legal rights we may have, or is reasonably necessary to protect the rights, property and safety of you, us, or others; or
5. we are required or permitted by law to disclose the information;
6. as specified in any application submitted to us.

Please also note that we may use and share the information with staff and approved contractors or service providers, for legitimate Trust purposes.

THIRD PARTY WEBSITES

This website may contain hyperlinks to third party websites. We are not responsible, and nor do we endorse, any of the content on such websites, or the manner in which those websites collect, store, use, and distribute any personal information you provide. When visiting a third party website from the hyperlinks displayed on this website, we encourage you to review the privacy statements of those websites so that you can understand how the personal information you provide there may be collected, stored, used and distributed. These websites may also use cookies to anonymously track and target advertising based on your behaviour.

USE OF COOKIES

We use cookies to collect information about how you access our website. By using our website you confirm you agree to the use of cookies on our site. You can prevent storage of cookies via settings in your browser.

WEBSITE ANALYTICS

We analyse aggregated non-identifiable information and data to improve our services and website. We use Google Analytics to do this for us. We may collect, hold, and use statistical information about your visits to help improve our website, for instance:

- Your IP address – this is masked so that it cannot be used to identify individuals
- The search terms you used
- The pages accessed on our site and the links you clicked on
- The date and time you visited the site
- The referring site (if any) through which you clicked through to this site
- Your operating system (e.g. Windows XP, Mac OS X)
- The type of web browser you use (e.g. Internet Explorer, Mozilla Firefox)
- Our web analytics will also respect any “do not track” setting you might have set on your browser.

STORAGE OF PERSONAL INFORMATION

Your personal information is collected by Community Trust South and in accordance with the Privacy Act 1993, Community Trust South may store your personal information for as long as it may lawfully be used by Community Trust South.

SECURITY

No data transmissions over the internet are completely secure. Accordingly, we cannot ensure the security of information transmitted from or to you. However, once we have received your personal information, we will use reasonable efforts to protect the information against loss or misuse, and against unauthorised access, use, modification, or disclosure.

RIGHT TO ACCESS AND CORRECT YOUR PERSONAL INFORMATION

You have the right to access, request or correct the personal information that we hold about you at any time by contacting info@communitytrustsouth.nz

CHANGES TO OUR PRIVACY POLICY

We reserve the right, at our discretion, to update, change or revise this Privacy Policy at any time. Changes to this Privacy Policy will take effect immediately once they are published on this website. Please check the Privacy Policy periodically for changes. Your continued use of this website or our services following the posting of any changes to the Privacy Policy indicates your acceptance of those changes.

This Privacy Policy was last reviewed in September 2018.