

WHENUA ITI OUTDOORS' PRIVACY PROTOCOLS

General Statement

This Privacy Statement outlines Whenua Iti Outdoors' commitment to protecting personal information in compliance with the Privacy Act 2020. It details how we collect, use, retain, and disclose personal information of participants, donors, employees, contractors, and other individuals we engage with.

Storage of Information

Whenua Iti Outdoors will gather, store, and release personal information in line with the 13 Privacy Principles of the Privacy Act 2020.

Privacy Officer

Whenua Iti Outdoors has appointed the Chief Executive Officer (CEO) and Office Manager as the organisation's Privacy Officers, in accordance with the Privacy Act 2020. Their responsibilities include:

- Overseeing compliance with the Privacy Act 2020 and the 13 Information Privacy Principles.
- Providing guidance and advice to staff on privacy matters.
- Managing and responding to privacy-related queries and complaints.

Responding to Breaches of Privacy

If a privacy breach occurs, Whenua Iti Outdoors will:

1. **Identify and Contain** – Take immediate steps to contain the breach and protect affected information.
2. **Assess** – Investigate the nature, cause, and extent of the breach, and determine the potential impact.
3. **Notify** –
 - If the breach has caused, or is likely to cause, *serious harm*, we will notify the Privacy Commissioner as required by the Privacy Act 2020.
 - We will also notify the affected individuals as soon as practicable, outlining the nature of the breach and steps they can take to protect themselves.
4. **Review and Prevent** – Review policies, systems, and staff training to prevent similar breaches in the future.

Staff must immediately report any suspected or actual privacy breach to one of the Privacy Officers.

Types of Information collected

Non-Personally Identifiable Information

Whenua Iti Outdoors collects website usage data via Google Analytics, including IP addresses, browser type, operating system, and demographic details. This data is anonymised and used for internal analysis to improve website functionality.

Personally Identifiable Information

We collect personal information through donation forms, registrations, surveys, and bookings. This may include your name, contact details, and other necessary information for programme administration and communications. Personal data is stored securely and retained only for as long as necessary for operational and legal purposes.

Children

For any child under 18, personal information must be provided by a legal parent or guardian. If a child under 18 submits personal information without consent, a parent or guardian may request its deletion.

Third Party Data Sharing

Whenua Iti Outdoors does not sell, rent, trade, or share personal information with third parties, except where:

- Required by law (e.g., law enforcement, compliance).
- Necessary for programme delivery (e.g., with medical providers in emergencies).
- Explicit consent has been provided by the individual.

Usage Information Collected by Our Website

Whenua Iti Outdoors does collect information about how people are using our website in order to improve the value of our website.

Unsubscribe

We strive to only send email to those who want to receive it. If you do not want to receive future emails from us, please use the "unsubscribe" link located at the bottom of our email communications or advise us to remove you from our email list.

Privacy of our Email Lists

Individuals join our mailing lists and are added to our database using the forms provided on this website. We do not sell, rent, loan, trade or lease the addresses on our lists to anyone. In addition, we configure our email software to refuse to divulge the email addresses of our list subscribers to anyone but authorised Whenua Iti Outdoors' Staff, including other list subscribers.

Email and digital Communications

Whenua Iti Outdoors maintains strict confidentiality of mailing lists and email communications. Emails are considered company records and may be reviewed by approved staff for verification. If you wish to unsubscribe, use the link in our emails or contact us directly.

Promotional Material

When you enrol on a Whenua Iti Outdoors' programme, you are asked to authorise Whenua Iti Outdoors the right to use your name, comments and images obtained in relation to your programme/participation, and to disclose this information to third parties for promotional purposes; these materials will remain the property of Whenua Iti Outdoors. You grant Whenua Iti Outdoors permission to contact you by email. When you enrol, there is an option not to provide the above authorisation. Should you choose this Whenua Iti Outdoors will not use your name, comments and any personal identifying images obtained in relation to your programme/participation.

Medical Information

Participants must provide relevant medical history to ensure safe programme participation. Medical records are accessible only to authorised Whenua Iti Outdoors staff and stored securely for the duration necessary for safety compliance.

Storage of Records

Where information is of a sensitive nature, such as medical records, then this information will be stored in hard copy in a secure way and if electronic, on password protected files, only accessible by approved staff.

Retention & Disposal. Information is deleted or securely disposed of when no longer required.

Police Vetting

All Whenua Iti Outdoors' personnel are required to undergo Police Vetting. The Police report will only be viewed by the Leadership Team. The report will be held on the individual's personnel files. Personnel files are held under secure storage.

YOUR RIGHTS UNDER THE PRIVACY ACT 2020

You have the right to:

- Access your personal information held by Whenua Iti Outdoors.
- Request corrections to inaccurate or incomplete information.
- Withdraw consent for marketing or data retention where applicable.
- Complain if you believe your data has been misused.

To exercise these rights, contact us at info@wio.org.nz.

Contact us

For any questions regarding this Privacy Statement, your data rights, or how we handle personal information, contact us:

✉ Email: info@wio.org.nz