

## WHENUA ITI OUTDOORS' PRIVACY PROTOCOLS

### General Statement

This sets out Whenua Iti Outdoors' policies and procedures for the collection, use, retention and disclosure of personal information we hold about participants, donors, supporters, clients, partners, contractors, employees and family members and prospective employees, volunteers, other individuals we deal with in the course of carrying on our business, and all other individuals we deal with who come into contact with us. It is intended to be a resource for Whenua Iti Outdoors' staff.

We value your privacy and are committed to protecting it. We will never give, lease, sell, or otherwise disclose your personal information. Any information given to Whenua Iti Outdoors will be held with the utmost care. A more detailed explanation about how we safeguard your personal information is described below. If you have any questions at all about our privacy or the storage of your information, please contact either the General Manager or Office Manager of Whenua Iti Outdoors.

### Storage of Information

This policy is to ensure that people who connect with Whenua Iti Outdoors and are asked to or provide personal information, are assured that this information is gathered in line with the Privacy Act 2020 and its principles.

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

### Types of Information collected

Whenua Iti Outdoors collects non-personally identifiable information via Google Analytics and personally identifiable information from our online forms.

Non-personally identifiable information might include your IP address, your browser type or operating system, the domain name from which you linked to our site, your city, and other general demographic information. We use this information to help diagnose problems with our server and to administer our website. We may share it with our affiliates or business partners at an aggregated level.

Personally, identifiable information from our transactions and donation, registration, contact, booking, and survey forms could include your name, telephone number, home address and e-mail address. We may use this information to contact you (you can opt-out of receiving future information from us). We will keep your personal information confidential, in accordance with the Privacy Act (2020), for the purposes of Whenua Iti Outdoors' programmes, administration, and promotional activities.

### Children

The Whenua Iti Outdoors' website does allow for applications for children to be submitted on our programmes. The application form asks for applications for any child under 16 to be completed by the legal parent or guardian of the child. If any child under the age of 16 provides us with personally identifiable information, a parent or guardian may notify us, and such information will be deleted from our records.

## Resale or Disclosure of Information to Third Parties

Whenua Iti Outdoors does not sell, rent, loan, trade or lease any personal information collected by our website, including contact forms, download requests or email lists.

## 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 Communications

Email communications to and from you to Whenua Iti Outdoors’ staff email addresses are company information, are retained on the Whenua Iti Outdoors’ email server and can be reviewed by approved staff where there is a need to verify or confirm information supplied or provided.

## Resale or Disclosure of Information to Third Parties

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## 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

If you intend to undertake a programme at Whenua Iti Outdoors, we will need you to supply your background medical information, details of medications you may be on and other relevant information to ensure it is safe and suitable for you to participate. We will also require emergency contact details in case of a medical emergency along with your consent to allow the approved Whenua Iti Outdoors’ staff member to discuss your medical condition with the emergency contacts.

Your medical information is held securely and is only available to selected Whenua Iti Outdoors' staff who need to be aware of your medical background for your well-being and safety.

## Storage of Records

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

## 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.

## Contacting the Website

If you have any questions about this privacy statement, the practices of this site, or your dealings with this website, you can send a message through our contact page.