



## Privacy Policy

### Purpose of this Privacy Policy

This policy aims to help people involved in the Halberg Foundation, a registered charity located at unit 2.5, Axis Building, 1 Cleveland Road, Parnell (**we, our, us** or **Halberg**), understand how their personal information may be collected, used, shared and stored by Halberg.

Halberg knows people care about how their personal information is used and shared. We are committed to protecting privacy.

### The information we collect

This policy applies to all personal information provided to Halberg. Personal information means information that identifies you, or by which your identity can reasonably be ascertained (e.g. names and email addresses). The types of information we might collect about you, or your whanau will differ depending on your involvement with us, but generally include:

- **Identity information:** including first name, last name, title, date of birth and gender.
- **Contact information:** including billing address, mailing address, email address and phone number.
- **Financial information:** including bank account and payment card details. This information may be collected directly by our third party payment providers and may be subject to their terms and conditions and privacy policies.
- **Health information:** including disability/impairment and form of mobility.
- **Funding information:** information about you as part of any application to the Activity Fund, including clinical support and disability/impairment details.
- **Education information:** including any schools or tertiary institution you attend.
- **Marketing and communications information:** including your preferences in receiving marketing from us and your communication preferences.
- **Employment or volunteer information:** information you provide us as part of recruitment or our engagement of you (including any reference or credit checking that we do as part of onboarding), information about your employment or volunteering, role and performance, tax details, remuneration information and, potentially, health and wellbeing information.
- **Criminal history:** in some cases (e.g. as part of an employment or volunteer application), we may need to collect information in relation to any potential criminal history that you might have.
- **Usage information:** including information about how you interact with our website.
- **Technical information:** including internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access the website.

You can choose not to provide your personal information to us, but that may impact your ability to participate in our activities and Activity Fund initiatives, interact with us or our website or hear about what we've been doing. If you are a potential employee or volunteer or an existing employee, then it might impact on our ability to engage with you or to fulfil our obligations to you.

### How we collect information

We use different methods to collect personal information from and about you:

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- You may give us personal information by registering for events, filling in forms or by corresponding or communicating with us by post, phone, email or otherwise. This might include information that is given to us about guardians, next of kin or other whanau and support people.
- We may also receive information about you from our advisors, schools, partners, or other providers to help support our engagement and opportunities for disabled or impaired people (e.g. where we get a referral about you);
- As you interact with our website, we will automatically collect information about your equipment, browsing actions and patterns. We collect this personal information by using cookies, server logs and other similar technologies. Please see below for further details about how we use cookies.
- In some cases, we may need to undertake vetting (for example, as part of our employment or volunteer recruitment process). Where vetting is required, we might need to collect information from the New Zealand Police | Nga Pirihimana O Aotearoa and/or Ministry of Justice | Te Tāhū o te Ture. We may also collect information from any references that you provide to us.

### How we use information

We will collect, hold and use your personal information to:

- carry out our operations and activities, including (for example) the Halberg Games, providing training, administering funding (including the Activity Fund), and the Halberg Awards;
- assist us in responding to any communications or correspondence with you or requests from you (including requests made through any guardians);
- keep you updated with our activities and involvement in the community;
- help us fundraise and process any donations or payments that you choose to make to us;
- improve our website or the way that we undertake our operations or activities;
- if you are applying for an employment or volunteer position with us, assess and consider your application;
- if you are an employee, to help us manage your employment and our relationship with you; and
- comply with our legal, regulatory, tax and/or accounting requirements.

From time to time, we may need to share your personal information with:

- **public agencies:** such as the Ministry of Children | Oranga Tamariki and New Zealand Police | Nga Pirihimana O Aotearoa, where we receive requests under law;
- **agents and subcontractors:** including Salesforce, Form Assembly and Imagetext who may need to use your personal information for the same purposes as us; and
- **advisors, schools, partners, or other providers:** we may from time to time need to share information with advisors, schools, partners, or other providers (e.g. community providers, such as members of the ParaFed Network) to help support engagement and opportunities for disabled or impaired people; or
- **third parties:** anyone who we need to share information with by reason of law, resolve any disputes or to address any complaints you make to a third party or regulator (such as the Privacy Commissioner).

In some cases, we may also need to share your personal information with third parties outside of New Zealand, but when we do so we will always ensure that we have in place safeguards comparable to those provided under the Privacy Act 2020.



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### Cookies

We may use on our website cookies and other interactive techniques such as web beacons to collect information about how you use our website to:

- provide you with a more enjoyable, customised service and experience on our website;
- enable you to use certain services on our website;
- help us develop and deliver better services and products which are customised to our customers' interests; and
- help us manage security and fraud risks.

You can usually set the settings on your browser to let you know when you are offered cookies so that you can decide whether or not to accept them. However, if you disable or refuse cookies, please be aware that some parts of this website may not function properly.

### Third party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they may use your personal information.

### Requests for personal information

Individuals have rights to access and correct their personal information (or their children's) in accordance with the Privacy Act 2020. If an individual wants to access or correct their personal information (or their children's), please contact the Halberg Privacy Officer at [anne-maree@halberg.co.nz](mailto:anne-maree@halberg.co.nz).

There may be charges associated with providing copies of your personal information to you. We will always advise you of those charges in advance.

We will not disclose information about children to whanau unless there is a clear legal right to access that information.

Any questions about Halberg's compliance with the Privacy Act 2020 should be referred to the Halberg Privacy Officer at the email address above.

### Changes

We may, from time to time, update this privacy policy. Where we do so, we will post a new version on our website.

<b>Approved Date:</b>	September 2024	<b>Next Review Date:</b>	January 2027
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