



## Privacy Policy

### Policy history

<b>Policy created</b>	June 2024
<b>Policy last updated</b>	
<b>Next review date</b>	June 2025
<b>Policy owner</b>	SONZ Foundation Board of Trustees

### *Privacy Policy*

#### **Introduction/Purpose**

At Special Olympics NZ Foundation (SONZF), we value every member of our SONZF family (including but not limited to donors, volunteers, trustees etc.) and take pride in providing clarity and care in the services we provide.

It is important to us that all services we provide are timely, accurate, trustworthy, and entirely meaningful to all stakeholders.

We understand how important your personal information is and that we need to earn your trust, by being honest and transparent about what we do. It is our job to ensure you really understand what information we collect from you, how we use it and how we keep it safe. We take our commitment to privacy seriously.

We are committed to complying with privacy laws and standards and to protecting data. Nikau reserves the right to make changes or amendments at any time and will endeavour to ensure that it is in line with current legislation. If this policy is updated, it will be available by request.

#### **Scope**

This policy relates to anyone interacting with Nikau Foundation, from board members, donors, contractors, staff, volunteers and members of the public.

#### **Information we collect**

Special Olympics NZ Foundation collects the following types of information:

1. If you are a worker or board member, we will collect information that you provide to us for the purposes of your employment or engagement with SONZF.
2. If you are a organisational fund or trust transfer donor, we will collect the information that you provide to us such as your name, address, email address phone number. We will also collect any details on your donation, such as its intended philanthropic purpose and background, and third-party contacts required to complete the donation (e.g. lawyer, accountant).



3. If you are a SONZF trustee, we will collect information such as your name and contact details, and information on current and former positions and/or shareholdings. We also securely hold a form of ID on our database. We will record current or previous affiliations with organisations and not-for-profits so we can determine any conflicts of interest in our grant-making process and establishment of partnerships via the conflicts of interest in our board pack.
4. If you are a community organisation seeking funding from SONZF, we collect information provided to us via our application process. This includes the grant applicant's name and contact details, details on the project for which you are applying, your organisation's legal name, charity services number and bank account number. We may also collect information about the impact your SONZF grant has had, including testimonials and images via our online grant evaluation form.

***If you interact with our website, the information we may collect is as below:***

- Your name and email address if you opt in to receiving to our email newsletter.
- Your name, contact details and payment details if you make a donation online. Your payment details are handled securely as detailed later in this policy.
- User activity, demographic and interest-based data from cookies used on our website. Please note that cookies can be disabled in your browser settings.

***We collect information via the avenues below:***

- Opting in to receive email communications.
- Information directly provided to us via email. Online website cookies and or/tracking software, which track user activity such as page views etc. Cookies can be disabled in your website browser settings.
- We may also collect information from public sources such as the Charity Services website.

We will not collect information about any person that we know to be under the age of 13. Nor will we intentionally store specific categories of personal information such as information about your political opinions, religion or health unless you have chosen to provide that to us.

**Data breaches**

- In the event of a data breach (accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure and access), SONZF will communicate with affected parties as soon as practicable and undertake actions in line with the Privacy Act 2020.
- SONZF will take all reasonable precautions to prevent a data breach and if it does happen, minimise and remedy its effects.
- If a data breach occurs with a supplier, partner or software used by SONZF, SONZF will comply with all responsibilities detailed in the [Privacy Act 2020](#).

**Further information**

- If you have any questions about our Privacy Policy, you can contact us our Privacy Officer via the details below:



*Attention: Privacy Officer*

[donatef@sonzfoundation.org.nz](mailto:donatef@sonzfoundation.org.nz)

In line with our obligations under the Privacy Act 2020, we will provide you with access to, amend or delete any personal information that we hold about you. If you would like this to happen, please submit a request to any of the contact methods above. We will action this request in line with our obligations under the Privacy Act 2020.

If you no longer wish to receive communications from SONZF, you can unsubscribe at any time. Please contact us on [donatef@sonzfoundation.org.nz](mailto:donatef@sonzfoundation.org.nz), or click the 'unsubscribe' button, which is at the bottom of each marketing email.