



SP PR 03A STW PRIVACY STATEMENT

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| Drafted by | Justin Blacklock | Director Approved On | 1.04.2021 |
| Responsible person | Director | Scheduled review date | 1.04.2022 |

This privacy statement explains how Search The Way (STW) collects, stores, uses and shares your personal information and how you can access, check and correct your personal information.

Purpose for collection of personal information; Use of personal information

We only collect personal information where this is necessary to carry out our functions. We collect your personal information in order to:

- ensure we provide you with the most appropriate assistance
- collect vital safety and other important information prior to your participation any STW programme activity
- ensure we meet governing bodies requirements, such as eligibility, reporting and other programme administrative requirements
- to meet staffing requirements such as Police Vetting checks, IRD regulations, reference and qualification checks, etc.

Manner of collection of personal information; Source of personal information

We only collect necessary personal information for the purposes of providing services/products/volunteer or staffing opportunities that have been requested or sought from Search The Way by the person concerned in a safe and efficient manner that meets governing bodies' requirements and regulations.

Wherever practicable, personal information will be collected directly from the person it is about, so they know what is going on and have some control over their information. We may collect personal information about you either directly from you or if legally required from other people or agencies, and we may generate personal information about you when we carry out our functions (such as recording attendance at STW run events or progress on STW run programmes).

It won't always be possible to collect information directly from the person concerned, so we may collect it from other people in certain situations. For instance:

- if the person concerned is under 18 years of age we may collect information from their parent or legal guardian
- if it's necessary for regulatory purposes, such as for Police Vetting checks, for all staff and volunteers who have contact with young people.

Collection of information from subject; Disclosure of personal information; Cross-border disclosure

We collect personal information from you, including information about your:



- name
- contact and emergency contacts information
- if attending or assisting on a programme or activity we run - your medical details
- if purchasing something off us - your billing or purchase information
- if working for us – important pre-employment information

Besides certain of our staff, we may share this information with:

- Government agencies, NZQA, Assessors, Industry Training or other appropriate personnel in order to ensure safety, administer training & assessment, and fulfil reporting and legal requirements. Unless legally required, the information is shared or used in a way that does not identify the person concerned.

We will not send personal information to organisations or people outside New Zealand (cross-border disclosure) unless necessary and then not without the express prior permission of the person concerned ensuring that we inform the person concerned prior to seeking such consent whether or not the disclosed personal information will be given the same protection as provided by the New Zealand Privacy Act.

Providing some information is optional. If you choose not to enter vital safety information or eligibility information, we'll be unable to provide services such as access to certain programmes and activities.

Unique identifiers

We will only request unique identifiers from you when it is necessary for a legal purpose and with your direct consent, for example for staff requiring a Police Vetting check they will be required to supply acceptable forms of identification such as a driver's licence number, passport numbers, or for employment purposes we will require a person's IRD number. We don't use unique identifiers for our own administrative purpose unless it is necessary, and then if deemed necessary, we will ensure that we take reasonable steps to protect unique identifiers from misuse and not use a unique identifier assigned by another organisation.

Storage and security of personal information; Retention of personal information

We store all our data (including your personal information) on a secure cloud platform and we use secure applications. We protect our data with all reasonable technical and process controls. We keep your information safe by storing it in encrypted files and/or in securely locked physical storage only allowing certain staff to access it.

We keep your information for only as long as it is:

- legally required
- expedient for enabling you provision of STW supplied services and products
- expedient for enabling you access information and resources

If none of the above no longer applies, at which point we securely destroy it, by securely erasing all digital files and shredding and safely destroying any physical copies.

Access to personal information; Correction of personal information; Accuracy of personal information

You (or your parent/legal guardian for those under 18) have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at info@searchtheway.org.nz.