



Space NZ Trust – PRIVACY POLICY

Statement of Intent

The Space NZ Trust respects the privacy of individuals dealing with it (whether children, parents, guardians, whanau, caregivers, community members, or employees). We understand the need to safeguard their personal information and we respect their rights under the Privacy Act 1993. We employ sound procedures for the collection, storage, use, disposal and disclosure of information.

Collection of personal information:

1. We only seek relevant information that is necessary for our activities. Where practicable personal information will be collected directly from the individual concerned or a child's parent or legal guardian. In the case of recruitment, only named referees will be contacted.
2. We take reasonable steps to ensure the individual concerned knows why we are collecting their information and who will access it. Information will be checked for accuracy.

Use of information:

3. Unless we have an individual's permission, we will only use their personal information for statistical or research purposes and will not publish it in a form that could reasonably be expected to identify them.
4. A job applicant's CV will only be used for the purpose of recruitment. If they are unsuccessful it will be returned to the applicant or destroyed 6 months after the recruitment process has ended.
5. All donations received to the Trust will be acknowledged by receipt email.

Storage of information:

6. Personal information will be securely stored either in computer files blocked by passwords or in another system that ensures confidentiality is maintained.

Access to information:

7. All information remains confidential to us. We will ensure that only the employees whose position directly relates to the information held will have access to it.
8. All individuals have the right to access their personal information held by Space NZ Trust.
9. A disclaimer is recorded on all organisation emails as follows:
This message and any files or documents attached are confidential. If you believe you have received this email in error, please inform us immediately and delete it. Thankyou.

Disclosure of information:

10. Information will not be disclosed to a third party under any circumstances with the exception of reporting of child protection concerns or as otherwise required by law.

Disposal of information:

11. All information held by Space NZ Trust that is no longer relevant or required to be held according to any governing legislation, will be destroyed in a manner that renders it useless to any other party.