

FINZ Privacy Policy

Purpose

Purpose of this policy

The Fundraising Institute of New Zealand (FINZ) is committed to protecting the privacy of the personal information it collects and receives. We are required to comply with the New Zealand *Privacy Act 1993* (“the Act”).

This policy explains how FINZ collects, uses, discloses and otherwise handles personal information relating to individuals, regardless of whether they are members. It also explains how you can ask to access and correct the personal information we hold about you or complain about any suspected privacy breach. Nothing in this policy limits any of our other obligations at law.

Objectives

The objectives of this policy are:

- to ensure that all FINZ personnel have a clear understanding of privacy and personal information it collects and receives
 - to ensure that all FINZ members have a clear understanding of privacy and personal information FINZ collects and receives
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Collection of personal information

Collection of Personal Information

FINZ is required to collect personal information in accordance with the Act. Where possible we will collect the personal information, we require directly from you or as authorised by you.

Personal information we hold may include, but is not limited to your name, address, telephone numbers, e-mail addresses, conference & education attendance, and information we require to perform our services for you.

Personal information entered into the FINZ database will not be used or disclosed by us, except as authorised by you to perform our services for you.

Should you choose not to provide personal information or authorise its disclosure we may not be able to provide you with the services you require at a sufficient level that we regard as important for performing at best practice.

Practice

We may collect personal information:

- from the information supplied by you to FINZ
- in conversation and communication with you, including responses to our electronic communications such as what you open, and your location
- from publicly available sources of information
- from our own records of your membership with FINZ

Where FINZ collects your personal information, FINZ will take reasonable steps to notify you of:

- the purposes for which we are collecting the information
- the third parties to whom we may disclose the information of that kind
- how to access and correct personal information and make privacy complaints

FINZ will only collect sensitive information where it is reasonably necessary for our core functions or activities. For example, we may collect:

- emergency contact information in case of injury while attending a FINZ event
- information about dietary requirements/disability factors for events such as conferences and field trips.

Website

Cookies through the FINZ website

Most internet browsers are set to accept cookies. If you prefer not to receive them, you can adjust your internet browser to reject cookies, or to notify you when they are being used. Rejecting cookies can, however, limit the functionality of our website.

Opting Out & Quality

Opting Out

By providing us with your contact details, your consent to receive communications will remain current until you advise us otherwise. However, you can opt out at any time through the following channels:

- By Email – info@finz.org.nz
 - [By Post – PO Box 11203, Manners Street, Wellington 6011](#)
 - use the unsubscribe facility that we include in our electronic messages such as emails
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Use and disclosure of Personal Information

Use and Disclosure of Personal Information

Your personal information may be used by us to:

- provide products and services to you, including services provided by FINZ regions
- collect payments and to administer your membership
- provide you with updated or new information about our products and services
- enable our service providers to provide products and services to you
- develop existing and new products and services
- maintain and update our business infrastructure and systems
- promote our other products and services to you

In providing our products and services, or collecting and using your personal information, your personal information may be disclosed to third party organisations including:

- information technology service providers
- conference organisers
- marketing and communications agencies
- mailing houses, freight and courier service
- printers and distributors of direct marketing material
- our legal, accounting, financial or other professional advisors
- regulatory, government and other authorities as required by law
- international bodies with which we have mutual recognition agreements
- members of FINZ committees such as the FINZ Board regional Committees, Special Interest Groups and advisory committees

Unsolicited Information

Unsolicited personal information is personal information we receive that we have taken no active steps to collect. If the information we receive is not required for FINZ to perform one or more of our services or activities, FINZ will destroy or remove anything that could identify you from the information as soon as practicable.

Quality of Personal Information

FINZ takes reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

We recommend that you:

- review/update your information held in your Profile on a regular basis; or
- let us know if there are any errors in your personal information so we can update your Profile

Security of Personal Information

Security of Personal Information

We take reasonable steps to protect your personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

You can also help to protect the privacy of your personal information by keeping passwords secret and by ensuring that you log out of the website when you have completed your transaction. If you become aware of any security breach, please contact FINZ head office as soon as possible.

We will take reasonable steps to destroy or permanently remove anything that could identify you from personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

FINZ is not responsible for the privacy or security of third party websites that you access via links on the FINZ website.

Access to Personal Information

You can access your personal information that we hold, except as provided for in the Act. To obtain access to your personal information, write to FINZ requesting your personal information and confirming your

identity and we will provide it to you. We reserve the right to charge a reasonable fee for the provision of this information.

You can find out more information about your rights, including processes for making complaints regarding privacy matters, at the website for the Office of the Privacy Commissioner www.privacy.org.nz.

Members can only access and update access and update their contact details by contacting the FINZ office.

Complaints

Complaints

If you have a complaint about how FINZ has collected, stored or used your personal information, please contact the FINZ office. We will endeavour to respond within ten business days.

If your complaint is unable to be resolved within ten business days, FINZ will advise you in writing including letting you know when we expect to provide our response.

Please contact FINZ if you have any queries about the personal information that FINZ holds about you or the way we use or disclose that personal information. Our contact details are set out below.

Contact Us

Fundraising Institute of New Zealand
PO Box 11203
Manner Street
Wellington 6142

info@finz.org.nz
