

## Privacy and Security Policy

Media Chaplaincy New Zealand (We/Us/Our) is committed to protecting your privacy.

Please be assured that your information will only be used for the purpose for which you gave it to us. Media Chaplaincy New Zealand will keep your personal information confidential.

Personal information is information about an identifiable individual (i.e. a natural person) (you/your). We do not share or sell information that is held in our database. Your use of our website, [mediachaplaincy.nz](http://mediachaplaincy.nz) (Website) indicates that you accept this Privacy and Security Policy and consent to the collection and use by us of any personal information you provide to Media Chaplaincy New Zealand.

We comply with the applicable privacy laws, including the New Zealand Privacy Act 2020 (Act). You can find out further information about the Act at [www.privacy.org.nz](http://www.privacy.org.nz).

### What personal information we collect

If you choose to provide us with your personal information, it will generally be:

1. Your name, address, phone and email;
2. About your interactions with us;
3. Your computer or network (e.g. browser identifiers, IP address, network information);
4. Your credit card number, name and expiry date and/or bank account details. This is encrypted only if you've told us to retain it. Otherwise the information is not held after your donation has been processed.

### When we collect your personal information

Generally, we will only collect personal information via this Website if:

1. You make a donation to us via this Website, or
2. You contact us (e.g. in person or by phone, email or mail), or
3. You give us any personal information when using any part of this Website

We will ask you when/if we need you to provide further personal information for any reason.

### What we tell you when we collect your personal information

Whenever we collect personal information from you, we will let you know:

1. How to contact us
2. Why we are collecting the information
3. If we are required by law to collect the information
4. The consequences (if any) for you if the information is not provided

### How we use your personal information

We collect the information that we need to receive donations, deliver and improve the services or information that we provide. This includes processing donations, providing receipts and sending you information about services offered by and information available from Media Chaplaincy New Zealand.

### Who will have access to your personal information

Unless we are required to provide your personal information to others for purposes relating to public safety and law enforcement or financial transactions, your personal information provided to us via this Website will only be seen or used by persons working for us, for example, Media Chaplaincy New Zealand staff, mailing houses when we send out communications to our donors and supporters, and ecommerce providers, for donors who have provided their name and credit card details to Media Chaplaincy New Zealand (details may be held by overseas payment providers and will be encrypted).

### Security of your personal information

We take reasonable steps to ensure the security of personal information by storing it in a secure environment. If contract service providers are used they will be bound by our privacy policy.

This Website does not store your information. However, information exchanged via the internet may be accessed and used by people other than those for whom it is intended. If you send us any personal information by email it is sent at your own risk.

### **Changing and accessing your personal information**

If you would like to change the details of your personal information or see your personal information that we hold please contact our office:

Email [info@mediachaplaincy.nz](mailto:info@mediachaplaincy.nz)

If your personal information is wrong, you can ask for it to be corrected. If we consider that the correction is reasonable (and we are reasonably able to make the correction), we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

### **Opting out**

If you would like to opt out of receiving future communications from us, please contact us:

Email [info@mediachaplaincy.nz](mailto:info@mediachaplaincy.nz)

### **Cookies**

When you visit our Website a record of your visit is logged. The following data is supplied by your browser:

1. Your IP address and or domain name
2. Your operating system (type of browser and platform)
3. The date, time and length of your visit to the Website
4. The resources you accessed and the documents you downloaded

This information is used to compile statistical information about the use of our Website. It is not used for any other purpose. If you do not want 'cookies' to be used please adjust your browser to disable them.

### **Website traffic**

We use Google Analytics to track visits that are received on our Website. We use this information to track the effectiveness of our Website. Types of data collected include visits, pages that have been viewed and the types of browsers used by our visitors. These statistics will not identify you as an individual. For more information read Google's Privacy Policy.

### **Links to other websites**

When you leave this Website you will be going to websites that are beyond our control. These websites may collect your personal information. Our 'Privacy and Security Policy' does not apply to external links or other websites. We encourage you to read the privacy policies of any website you click to from this Website.

### **Changes to this policy**

We may change this Privacy and Security Policy by uploading a revised policy to our Website. The revised policy will apply from the date it is available on our Website.

### **Contacting Us**

To submit a request, or otherwise contact us in connection with this policy or your personal information, please contact us by email ([info@mediachaplaincy.nz](mailto:info@mediachaplaincy.nz)) for the attention of our privacy officer.

**We'd be happy to discuss any questions you may have about matters of privacy:**

**Email [info@mediachaplaincy.nz](mailto:info@mediachaplaincy.nz)**