



POLICY DOCUMENT

Privacy Policy

Organisation: Te Akatoki o Te Whare Wānanga of Waitaha (Māori Students' Association) Incorporated (Te Akatoki)

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Version: 1

Approved by: Te Akatoki Executive

Approval date: **TBC**

Owner: Tumuaki, Te Akatoki

Purpose of the policy

The purpose of this policy is to outline Te Akatoki's commitment to protecting the privacy of its members. It describes the types of information collected, how it is used, and the measures taken to ensure its security.

Definitions

“**Te Akatoki Executive**” and “**the Executive**” means the officers of Te Akatoki, equivalent to a Board of Directors.

This policy applies to;

- all members of Te Akatoki
- all elected and coopted members of the Te Akatoki Executive
- all members of the Te Akatoki Advisory Board
- Third-party service providers and contractors to Te Akatoki
- UCSA or UC staff seconded to support Te Akatoki

Scope and context

As a membership-based organisation, Te Akatoki collects information about individuals for the purpose of maintaining a membership register, as required by the Incorporated Societies Act 2022, and for sending information and invitations to events, such as General Meetings, in line with the Te Akatoki Constitution.

Policy principles

- **Compliance with Legal Requirements:** The Privacy Act 2020 emphasises the importance of transparency in the handling of personal information. Te Akatoki is required to clearly communicate its data practices to individuals, and to appoint a Privacy Officer.
- **Transparency and Accountability:** Te Akatoki is required and commits to being clear and transparent with members about when, why, and how their personal information is collected and how it is used.
- **Equity and Fairness:** The policy will be applied consistently and fairly to all Te Akatoki members, including members of the Executive, ensuring no individual receives preferential treatment
- **Approval and Oversight:** The Executive shall appoint a Privacy Officer to maintain oversight of the application of this policy and the Privacy Act.

- **Regular Review:** The policy will be reviewed periodically to ensure it remains relevant and effective, incorporating any changes in legal or regulatory requirements

Details of the policy

1. Consent of Members

1. By providing personal information to Te Akatoki, members consent to its collection, use, and disclosure as described in this privacy policy.

2. Information Collection

1. Te Akatoki may collect information about its members, including but not limited to:
 - a. name
 - b. email address – term time
 - c. email address – ongoing
 - d. phone number
 - e. age range
 - f. gender identity
 - g. iwi affiliation
 - h. first year of study
 - i. anticipated final year of study
 - j. membership commencement date
 - k. emergency contact information in case of injury while attending a Te Akatoki event
 - l. information about dietary requirements (and restrictions in case of food allergies) for the provision of food at Te Akatoki premises or at Te Akatoki events
 - m. disability factors in order to provide safe and equitable access to Te Akatoki events
 - n. information about events attended by members
2. Te Akatoki may collect information supplied by members from;
 - a. Te Akatoki membership questions upon joining or renewing of membership
 - b. registering for an event
 - c. interacting with Te Akatoki’s website and/or social media
 - d. written correspondence between members and Te Akatoki
 - e. conversations and communications with members or their representative(s)
 - f. publicly available sources of information
3. Where Te Akatoki collects personal information, Te Akatoki will take

reasonable steps to notify members of the following:

- a. the purposes for which Te Akatoki is collecting the information
 - b. the third parties to whom Te Akatoki may disclose the information to and of that kind
 - c. how to access and correct personal information and make privacy complaints
4. Cookies may be used by the Te Akatoki website.
1. If a member prefers not to receive cookies, they may adjust their internet browser to reject cookies or to notify them when they are being used.
 2. Rejecting cookies may limit the functionality of the Te Akatoki website.
5. Te Akatoki utilises Google Analytics to collect and analyse information about how visitors use its website.
1. Through the implementation of Google Analytics, Te Akatoki gathers the following types of data:
 - a. Number of users and session statistics
 - b. Approximate geolocation of visitors
 - c. Device type, operating system, and browser type used to access the website
 - d. Page views and navigation patterns
 - e. Interaction with website elements and features
 - f. Basic demographic information (where available)
 2. This data is collected anonymously and is used to improve the website's functionality and user experience. The information gathered through Google Analytics is stored on Google's servers and is accessible to authorised Te Akatoki staff in accordance with Google's privacy policy.
 3. Te Akatoki does not use Google Analytics to collect personally identifiable information. However, visitors should be aware that their IP address and other technical information about their device may be transmitted to Google as part of the data collection process.
 4. Individuals who wish to opt out of Google Analytics tracking can do so by adjusting their browser settings or using browser add-ons designed to block Google Analytics.
 5. Te Akatoki respects users' privacy choices and provides this information to ensure transparency in its data collection practices.

3. Information Use

1. Information about members may be used by Te Akatoki to:

- a. comply with legal and regulatory requirements
- b. enable transparency and availability of information
- c. manage membership records and provide services to members
- d. survey members
- e. collect payments for events, services, or product sales
- f. communicate with members about Te Akatoki's activities, events, and news
- g. conduct surveys and research to improve Te Akatoki's services
- h. contact members individually to make arrangements or communicate specific or personalised information
- i. develop existing and new services
- j. maintain and update our business infrastructure and systems

4. Information Sharing

1. Te Akatoki may share personal information with service providers who assist Te Akatoki in carrying out its activities, subject to that service provider having satisfactory privacy policies and procedures.
2. Te Akatoki may share personal information with law enforcement agencies or regulatory bodies as required by law.

5. Information Storage

1. Personal information collected by Te Akatoki will be stored securely in accordance with the Privacy Act 2020 and in line with best practice records and information management.
2. Te Akatoki will take reasonable steps to protect personal information from unauthorised access, disclosure, alteration, or destruction.

6. Information Retention

1. Te Akatoki is committed to retaining personal information only for as long as necessary to fulfil the purposes for which it was collected, as required by law, or as needed for its legitimate organisational purposes. Specifically:
 1. Te Akatoki will retain membership information for the duration of a student's membership of Te Akatoki, plus an

additional two years to allow for alumni communications and services.

2. Financial records, transaction data, and correspondence regarding financial matters will be kept for seven years to comply with tax and accounting requirements.
 3. Event registration information will be deleted within six months after the conclusion of the event unless consent is obtained to retain it longer for future event planning purposes.
 4. General correspondence and enquiries will be deleted after two years.
2. This schedule is reviewed annually to ensure it remains current.
 3. If individuals have questions about how long Te Akatoki retains specific types of personal information, they may contact the Privacy Officer by writing to Te Akatoki.

7. Information rights

1. Te Akatoki recognises and respects the rights of individuals concerning their personal information. In accordance with the Privacy Act 2020 and guidance from the Office of the Privacy Commissioner, Te Akatoki upholds the following rights:
 1. Individuals have the right to request access to their personal information held by Te Akatoki. Upon receiving a request, Te Akatoki shall:
 - a. Confirm whether personal information about the individual is held
 - b. Provide access to that information within 20 working days of receiving the request
 - c. Provide the information in a form that is readily intelligible to the individual
 2. Te Akatoki may refuse access only on grounds specified in the Privacy Act 2020, such as where disclosure would pose a serious threat to safety or would involve unwarranted disclosure of another person's information.
 3. Individuals have the right to request correction of their personal information if they believe it is inaccurate, out of date, incomplete, irrelevant, or misleading. Te Akatoki shall:
 - a. Upon request, take reasonable steps to correct the information
 - b. If a correction is not made, attach to the information a statement of the correction sought but not made

- c. Inform the individual of the action taken in response to their request
 4. Individuals have the right to be informed about the collection, use, and disclosure of their personal information. Te Akatoki shall ensure that individuals are aware of:
 - a. the fact that information is being collected
 - b. the purpose for which the information is being collected
 - c. the intended recipients of the information
 - d. the consequences of not providing the information
 - e. their rights of access to and correction of the information
 5. Individuals have the right to object to certain uses or disclosures of their personal information. Te Akatoki shall:
 - a. Consider any objection raised by an individual
 - b. Cease using or disclosing the information in the manner objected to, unless Te Akatoki has lawful grounds to continue
 6. While not an absolute right under New Zealand law, individuals may request that Te Akatoki delete their personal information. Te Akatoki shall:
 - a. Consider such requests on a case-by-case basis
 - b. Delete the information if it is no longer needed for the purpose for which it was collected, unless retention is required by law.
2. Te Akatoki is committed to upholding these rights and facilitating their exercise by individuals.
3. Any queries or requests regarding these rights should be directed to Te Akatoki's Privacy Officer by writing to Te Akatoki.

8. Complaints

1. If members have any concerns about Te Akatoki's handling of their personal information, they may submit a complaint to the Executive.
2. If a member believes that Te Akatoki has not satisfactorily addressed their privacy concern or resolved their complaint, they have the right to lodge a complaint with the Office of the Privacy Commissioner.
 1. Te Akatoki will provide information on how to contact the Office of the Privacy Commissioner upon request.

Related documents

- Te Akatoki Constitution

- Te Akatoki Code of Conduct

Review of policy

This policy is due for review in August 2025.