

FRIENDS OF ARATOI

Privacy Policy

1. Purpose

Friends of Aratoi (FoA) is committed to protecting the privacy of its volunteers, members and the donee organisation (Aratoi Wairarapa Museum of Art and History) in accordance with the Privacy Act 2020. Information is collected for the purposes of maintaining memberships details and informing members of events and annual membership fees due.

FoA has adopted this Policy to govern the collection, use, storage, disclosure and retention of personal information.

2. Risk

Information held by the FoA is held for the proper and efficient conduct of its business purposes only. Personal information is not disclosed to overseas organisations and no personal financial details, other than the annual membership fee paid, are retained. FoA shares this information with Aratoi Wairarapa Museum of Art and History (Aratoi). FoA does not sell, rent or otherwise make information available to any other third parties. A privacy breach is therefore considered very low risk.

FoA has appointed a Privacy Officer to ensure compliance with this Policy. The Privacy Officer is the Membership Secretary.

2. Personal information we collect.

We collect members' name, address, phone numbers and email address/es.

3. Collecting, storing, and sharing information

FoA collects member's names and, optionally, contact details so we can confirm their membership and notify them of events. The information is stored securely and managed by FoA.

What about our business partners?

This Privacy Policy only relates to our members. You should be aware that we are not responsible for the practices of Aratoi. FoA does not have its own website but you can become a member via the Aratoi's website. You should check their privacy policy before providing personally identifiable information to them. You can find Aratoi's privacy policy by following this link:

<https://www.aratoi.org.nz/support/friends-of-aratoi>

4. Privacy Breach

All privacy breaches are to be reported to the Privacy Officer as soon as it becomes apparent that there has been a breach.

In the event of a breach of privacy, the Privacy Officer will take steps to consider who is affected by the breach, identify what personal information is involved and whether harm could foreseeably result from the breach. The FoA committee should be advised immediately of material breaches.

In this context 'material' means where the breach has or could result in significant harm to either the affected individual(s), or the FoA, has resulted in media attention or it appears the breach has been intentional.

4. Notification

If, after considering these matters, it is decided that the individual(s) should be notified, notification will occur as soon as reasonably possible. If the privacy breach that has caused serious harm to someone (or is likely to do so), FoA will notify the Office of the Privacy Commissioner as soon as possible.

This Policy was approved by the FoA Committee on 10 December 2020 and is to be reviewed annually.