

Smart Waikato Trust Privacy Policy

Introduction

Smart Waikato Trust respects your right to privacy and is committed to safeguarding the privacy and confidentiality of any personal information we collect.

This policy sets out how we collect and treat your personal information in accordance with the New Zealand Privacy Act 2020.

Smart Waikato will only collect information that is reasonably necessary for the performance of our business activities.

1. Information Collection

In order to access our services, it is necessary that we collect personal information to verify your eligibility for certain services and to be able to communicate with you. Your personal information will be gathered at the point at which you have registered with Smart Waikato Trust via our website, by contacting us via email or phone or by completing an online form on our websites (smartwaikato.co.nz, endorseMe.nz, smartnz.nz and futureforce.nz).

Types of information we collect and hold:

The type of personal information that we collect, and hold is information that is reasonably necessary for the proper performance of our various functions and activities.

When we collect personal information, we:

- Check that it is reasonably necessary for our functions or activities
- Check that it is current, complete and accurate.
- Record and hold your information securely in our Information Record System
- Retrieve your information when we need to access it to conduct our services and activities for which you have registered.

Upon request you have the right to:

- Access your personal information held by Smart Waikato Trust.
- Correct your personal information.
- Request your personal information is destroyed or de-identified when it is no longer needed for any purpose for which it may be used or disclosed provided that it is lawful for us to do so.
- We will not use government related identifiers for the purpose of identifying you unless this is required by law (e.g. your IRD Number if this is required).

The type of information that we typically collect, and hold can range from professional contact information to sensitive data depending on the service requested.

Information that we collect, hold, and use about you is typically used for:

- Work placement operations
- Recruitment functions
- Network databases
- Communicating services and opportunities to you; but only where this is permitted and whilst you are registered with us

- Statistical purposes and statutory compliance requirements (note this is de-identified information)

How your personal information is collected:

Personal information will be collected from you directly when you fill out and submit one of our application forms, sign up to our mailing list or contact us via phone or email. By providing us with personal information, you consent to the supply of that information subject to the terms of this Privacy Policy. Smart Waikato Trust will use personal information only for the purposes that you consent to.

2. Direct Marketing

We may use your personal information for the purposes of direct marketing except where you have specifically requested we don't. Where it is practicable to do so, we will obtain your consent, and you will be provided with the option to unsubscribe from direct marketing at any time. When it is not practicable to obtain consent, you will be provided with the option to unsubscribe from direct marketing once communications are sent. We market using a variety of methods including email, phone, print and social media channels.

We provide all users the option to opt out of receiving marketing material from us. Upon receipt of this request their marketing preferences are updated on our systems. If you do not wish to have your personal information used for direct marketing purposes, you may contact us and request not to receive direct marketing communications from us, at which time your marketing preferences will be updated on our systems.

3. Electronic Transactions

This section explains how we handle personal information collected from our websites smartwaikato.co.nz, smartnz.nz, endorseMe.nz and futureforce.nz and by other technology in the course of electronic transactions.

It is important that you understand that there are risks associated with use of the Internet and you should take all appropriate steps to protect your personal information.

It is important that you:

- Know your rights: read our privacy policy, collection statement and consent to electronic transactions;
- Be careful of the information you share on the Internet;
- Make sure your anti-virus and data protection software is up to date.
- Please contact us by phone on +64 07 855 2100 if you have concerns about making contact via the Internet.

Sometimes, we collect personal information that individuals choose to give us via online forms or by email. For example, when individuals:

- Ask to be on an email list such as a job notification list;
- Register as a site user to access facilities on our site such as a job notification board or online resources;
- Make a written online enquiry or email us through our website;
- Submit a resume by email or through our website;
- Follow and communicate with us via social media such as Facebook and Instagram.

4. Web Browsing

When you come to our website (smartwaikato.co.nz, smartnz.nz, endorseMe.nz and futureforce.nz) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service. No personal information such as your name or contact details are obtained through these analytics.

5. Third party sites

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Smart Waikato Trust is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

When you look at our website, our website host may make a record of the visit and logs (in server logs) the following information for statistical purposes:

- Your server address;
- Your top-level domain name (for example .com, .gov, .org, .au, etc);
- The pages you accessed, and documents downloaded;
- The previous site you visited and;
- The type of browser being used.

We do not identify users or their browsing activities.

6. Emails

Our technology systems log emails received and sent. Our mass email technology systems also collect usage data such as receipts, bounce backs, open, open location and click-through rates.

When your email address is received by us because you send us a message, the email address will only be used or disclosed for the purpose for which you have provided it and it will not be added to a mailing list or used or disclosed for any other purpose without your consent other than as may be permitted or required by law.

7. Database

We use a database to log and record operations. This database contains the information and documentation you have provided us. Your information will only be used or disclosed as reasonably necessary for the performance of our functions and activities.

8. How your Personal Information is held

When your personal information is collected it will be held in our Information Record System until it is no longer needed for any purpose for which it may be used or disclosed, at which time it will be de-identified or destroyed provided it is lawful for us to do so.

There are some inherent risks in the use of Internet communications and other technologies. It is important that you read the section on Electronic Transactions if you are using Internet Communications or other technologies to communicate with us.

9. Collecting information from young people under 16 years

Children have the same rights as anyone else to request their information, authorise collection of their information or complain about the disclosure of their information.

In the interest of your safety and wellbeing, if you are under 16 years old when registering for Smart Waikato services you must indicate this upon registration. Your information will not be disclosed to external parties without the permission of a legal parent or guardian.

10. Information Security

We will take all reasonable steps to ensure the information you provide us remains secure and confidential and is only used for the performance of our activities or functions. We take a range of measures to protect your personal information from misuse, interference and loss, unauthorised access, modification or disclosure including password-protected access.

11. Disclosures

Personal Information that we hold about you is only disclosed for the primary and related purposes for which it was collected.

Smart Waikato Trust may disclose your personal information to any of our employees, officers or as reasonably necessary to conduct our business and activities. We will only disclose your personal information to external parties or clients with your express permission or

where we are under a legal duty to do so

12. Future Changes

Smart Waikato Trust may update this policy considering future changes to privacy laws, technology and business practice. It is important that you check this policy regularly to ensure that you are aware of the extent of any consent, authorisation or permission you might give.