



Privacy of Information Policy

Introduction

St Peter's Anglican Parish of Te Aro, Diocese of Wellington is committed to protecting and maintaining the privacy, accuracy and security of your personal information and takes its responsibilities for the protection of personal information seriously.

This privacy policy sets out how we collect, use, protect and disclose your personal information and what it means for you. By using our website (www.stpeterwillis.org.nz) or providing us with your personal information, you consent to the collection, use, storage and disclosure of your personal information in accordance with this policy.

How we collect your information

We will only collect personal information that is relevant to our relationship with you. Depending on the purpose for which you are providing information, the following is a list of the information we may collect. It is not intended to be an exhaustive list but to provide a summary of key examples:

- Your name, address, email address, telephone number.
- Correspondence, such as emails or letters.
- Interaction with our website and newsletters including social media posts.
- Registering as a donor or leaving us a bequest.
- Registering your interest in volunteering.
- Registering for an event, if you provide us with information of your need for disabled access.
- Engaging with us to book any of our facilities or services.
- Employment information if you are a staff member.
- Particulars of your contact person, in the event of a health issue, health event or accident.
- Information that comes to our knowledge as a result of your conversations with us.
- Information we collect on behalf of the Wellington Anglican Diocese.

Purpose for collecting your information

We may use your personal information to:

- Follow up with you if you have made it known, by whatever means, that you wish to be a member of this parish or that you wish to talk with someone.
- Compile and maintain databases of parish members for the general parish roll and for the parish electoral roll.
- Compile and maintain a database of donors (if relevant to you).
- Compile and manage the rosters necessary for the shared life of the parish.
- Communicate with you about our Services, upcoming events and programmes and generally keep you informed about what's happening in the parish.
- Maintain accurate accounts and records.
- Fulfil our legal requirements. For example, any disclosure to law enforcement agencies, and
- For any purpose related to the above.

We will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting or reporting requirements.

How we protect your information

We will always use our best endeavours to keep your personal information secure. This includes:

- The use of technical controls such as network protections
- Restricting access to personal information to our staff, and those who perform services on our behalf and are authorised to handle your information. They will be subject to a duty of confidentiality.
- We will not retain any of your information for any longer than is required by us except to fulfil our legal obligations or where you have consented.
- When it is no longer needed, your personal information will be destroyed carefully and securely.
- We will, with your assistance, keep your personal information accurate, complete and up-to-date.

We use MailChimp, which is an email provider, to store lists of contacts (names and email addresses only) and generate newsletters and some other communications. You can read their security policy here: <https://mailchimp.com/about/security/>. MailChimp's servers are based in the USA. MailChimp is certified under the EU-US Privacy Shield programme.

However, we need to remind you that despite all our efforts, the internet cannot be guaranteed to be 100% secure and that you submit information at your own risk.

In the event of a suspected personal data breach we will notify you and any applicable regulator where we are legally required to do so.

Links to other websites

Our website may contain links to other websites of interest. Once you have used these and leave our site, you should note that we do not have any control over that other website. Therefore we cannot be responsible for the protection and privacy of any information which you provide whilst using such sites and such sites are not governed by this privacy policy. You should exercise caution at the privacy statement applicable to the website in question.

Who else has access to your information?

The only third party who has access to your personal information, if you are a donor, is the Wellington Anglican Diocesan Office. That is because we are supported by the Diocesan Office with our Xero accounting system, used by the majority of diocesan parishes, and as such the Diocesan Office has direct access to this parish's accounts especially for auditing purposes.

Your rights

Under the Privacy Act 2020, you have the right to access your personal information that we hold and to have that information corrected and/or updated. We will rely on the information that you have provided us, so please ensure that that information is accurate and kept up-to-date.

You can request access to your personal information which is held at St Peter's Church, 211 Willis Street, Wellington, PO Box 11-903 Manners Street, Wellington 6142. Phone 04 382 8486, email office@stpeterwillis.org.nz.