



Southland Foundation Privacy Policy

Respecting your personal information

This document sets out how the Southland Foundation (“we” or “us”) complies with the Privacy Act 2020 when dealing with your personal information.

We understand how important the protection of private information is and wish to be honest and transparent about how your information is collected and utilised.

The policy applies to the disclosure of information to the following:

- Southland Foundation Board members
- Southland Foundation staff members
- Stakeholders (including existing and potential donors and recipients) through annual reports, newsletters, etc.
- Contractors & partners of the Southland Foundation
- General public through both general and specific media, marketing, or advertising

We may change or update this policy at any time - amendments and additions will apply from the date the revised policy is displayed on our website.

If you have any questions about this policy, please contact info@southlandfoundation.org.nz

Anonymous Donors

Southland Foundation will protect the individual wishes of anonymous donors as agreed to in writing by the donor. Identification of donors will remain with staff and the chair or deputy chair only and will be excluded from the board, volunteers, media, and general public unless otherwise stipulated in writing by the donors.

All other information relating to anonymous donations can be disclosed to the Southland Foundation Board.

Excluding the identification of donors, information about fund recipients and fund values may be disclosed to stakeholders, media, and general public.

What information do we collect?

The personal information we collect may include your name, date of birth, addresses, email address, telephone numbers, gender, and information related to donations you make to us or services you receive from us (including information relating to the establishment and ongoing management of funds).

Organisational information we collect from applicants includes name and contact details, project details, organisation’s legal name, charity services number and bank account number.

We also collect information about the impact Southland Foundation grants have on your organisation including testimonials and images.

How do we collect information?

We may collect information from you when you donate to us, use our services, or establish a Fund, apply for grants, when you subscribe to a newsletter or other update, or when you interact with us through our website or social media.

We may use cookies to monitor your use of our website. You may disable cookies by changing the settings on your web browser.

We may also collect information from public sources. We will not collect information from other third-party sources without your consent.

How do we use your information?

We will use your personal information to provide services to you; to respond to communications from you; to conduct research and statistical analysis (on an anonymous basis); to tell you about our services (including contacting you electronically); and to protect and/or enforce our legal rights and interests. You have the option to select the type of communication you wish to receive from us, which can be updated at any time by contacting Southland Foundation management.

Where you consent, we may also use your personal information in annual reports, on our website and in marketing materials. This may include disclosing details of any donations you have made, services we have provided to you and any details relating to Funds you have established.

Where you have given consent to the use of your personal information, we will be free to use your personal information until you notify us that you withdraw that consent.

Where you have requested your details be kept confidential (for example, when making an anonymous donation) we may still reference you and your support in anonymous general terms in annual reports, on our website and in marketing materials.

All personal information (including information relating to anonymous donations) may be used by staff for internal management and reporting purposes. Our staff and chair or deputy chair will have access to donors' information (including anonymous donors' information) but this will not be disclosed to other Board members, volunteers or third parties except as set out below.

When will we disclose your information to third parties?

We may disclose personal information about you:

- to any person you authorise us to disclose your personal information to;

- to a third party if we are required to do so under any laws or regulation, or during legal proceedings or investigations;
- to any person engaged by us in relation to the provision of services to you, where that disclosure is reasonably necessary (for example to our lawyers or accountants).

How do we protect your information?

We take all reasonable steps to ensure that the personal information we collect is accurate, complete, up-to-date, and stored securely to prevent unauthorised access, modification, or disclosure.

Security process and technologies will be regularly tested and monitored, and we seek specialist advice to ensure privacy and information security meets our standards. There will be a range of processes we use to protect data:

- multi-factor authentication logins to access software.
- use of encrypted software and secure servers.
- use and enforcement of staff, board and volunteer privacy policy and code of conduct.

No data transmission over the internet can be guaranteed as totally secure and therefore transmission of information is at your own risk. However, we will continue to take all reasonable steps to ensure security of such information.

Data Breaches

In the event of a data breach (accidental, unlawful destruction or accidental loss, alteration, unauthorised disclosure and access), Southland Foundation will communicate with affected parties as soon as practicable and undertake actions in line with the Privacy Act 2020.

We will take all reasonable precautions to prevent a breach, but if it does occur, we will seek to minimise and remedy its effects.

Can you access and correct your personal information?

In line with our obligations under the Privacy Act 2020, we will provide you with access to, amend or delete any personal information that we hold about you. If you would like this to happen, please submit a request to our Office Manager on 027 517 7929 or info@southlandfoundation.org.nz. We will action this request in line with our obligations under the Privacy Act 2020.

Policy Version Control	Action	Date Adopted/Amended
1	New policy	31/05/2024

