



Privacy Policy

Introduction

Endometriosis New Zealand (ENZ) is committed to protecting privacy. We are dedicated to ensuring any personal data collected remains private and is only used for the purpose it was collected.

Responsibility

The Chief Executive has responsibility for ensuring this policy remains up to date with current legislation and is available publicly via the website or upon request digitally or as a hard copy.

It is also the responsibility of the Chief Executive to make sure all ENZ staff and contractors always adhere to this policy.

Principles

In this privacy policy, personal information means information about an identifiable individual, for example names, addresses and phone numbers. We will always collect, store, use and disclose Personal Information in accordance with the Privacy Act 2020 (**Act**).

This privacy policy applies to ENZ members, supporters, donors, volunteers, board members, employees, contractors and any other person who submits or from whom we collect personal information.

What personal information do we collect and how do we use personal information

We collect personal information, about ENZ members, supporters, donors, volunteers, board members, employees, contractors and any other person from whom we may collect personal information.

Personal information about ENZ members is collected through our membership registration form on our website. This information is stored by Microsoft Azure and remains private and will always be stored securely. This information may be used by ENZ for planning, service development and funding applications to ensure our services meet the needs of those living with endometriosis. We do not combine the information used for these purposes with any personally identifiable information. We will not disclose the personal information on any member to a third party unless authorised by the person concerned.

Personal health information collected with consent about ENZ members during our Endo Help calls is on a database managed by Ezybook New Zealand Limited in full compliance with the Privacy Act 2020. This can only be accessed by our ENZ Coordinator and Chief Executive who require this information to improve the service.

From time-to-time we conduct surveys to our ENZ membership to gain knowledge from those living with endometriosis. At the time we issue the survey we provide collection privacy notices that provide more detail about what we collect, how we use, share and store your personal information.

Version: 1

Created: August 2021

Review date: September 2021

Next Review Due: September 2023

Page 1

We conduct feedback questionnaires to our members following the provision of our services to evaluate our support, identify need and plan for service development. The responses are stored securely, and we do not combine the information used for these purposes with any personally identifiable information.

Personal information is also collected from supporters, donors, and volunteers. The information provided is recorded in our database and ENZ will send supporter acknowledgement letters including receipts, we will also use this information to inform supporters, donors and volunteers about upcoming events, activities and fundraising campaigns.

ENZ also collects information through this website through cookies. Cookies are small pieces of information that are stored on a user's computer. We use cookies to personalise your experience on the website, make it easier for you to navigate our site, and improve your experience by storing your search, posting and application history. Cookies can be disabled via your web browser. We may use cookies to track non-personally identifiable information such as usage and volume statistics, for research, marketing purposes and to further develop our ENZ website.

We may collect personal information about current and prospective staff, contractors, board members and volunteers in several ways including:

- directly from job applicants and staff/contractors during the recruitment phase and throughout their employment with ENZ;
- from other parties (such as job applicant's representatives or referees);
- from publicly available sources (such as social media sites); and
- from application forms and other background checks authorised by the applicant

We collect information including name, contact details, criminal record and other probity checks.

How do we store and ensure the security of personal information?

We are committed to protecting personal information from unauthorised or accidental access, disclosure, alteration, loss, destruction or actions which prevent us from accessing information on a temporary or permanent basis (each event being a **privacy breach**).

We store personal information in secure electronic files and on databases with password protection with a strict hierarchy of access rights in place. Staff, contractor and board member files are saved in a secure electronic file location with limited access. To the extent personal information is stored in cloud databases, we have taken reasonable steps to ensure that such storage is in accordance with the Privacy Act. All paperwork is in a lockable cabinet at our national office, 6 Hazeldean Rd, Addington, Christchurch.

If personal information is subject to a privacy breach, we will investigate the breach to determine whether it is likely to cause serious harm. If we determine a privacy breach is likely to cause serious harm, we will notify the relevant individuals and the Privacy Commissioner in accordance with our obligations under the Privacy Act.

Enquiries and complaints

Please see 'Complaints Policy'

Any person may contact the Chief Executive at info@nzendo.org.nz or 03 379 7959 to:

- request information about the way ENZ manages the personal information it holds; or

Version: 1

Created: August 2021

Review date: September 2021

Next Review Due: September 2023

- make a complaint about ENZ compliance with the Act, in *which* case we will investigate the matter and notify the person who made the complaint of our decision as soon as practicable.

Consequences of a breach of this policy

ENZ emphasises the need to comply with the requirements of this policy. Any employee or contractor found to be in breach of the requirements of this policy may be subject to disciplinary action.

Associated Documents

Internal Policies and Procedures

- Complaints Policy

External Legislation

- Privacy Act 2020