

## Kaipara Kai Hub Privacy Policy

Last updated: 17 August 2020

The purpose of this policy is to set out the basis upon which Kaipara Kai Hub collects, stores, manages and archives personal information. Kaipara Kai Hub may make changes to this policy at any time and will notify users of the existence of a revised policy by updating the “last updated” notice on this page, as above. By continuing to use the website, visitors agree to be bound by the amended privacy policy. Visitors are advised to check from time to time to see if the policy has been updated.

The website will not record any personally identifiable information about you without your consent. Any personal information that you submit will be collected and held in accordance with the Privacy Act 1993. It will only be used for the following purposes:

- To provide the services you request from Kaipara Kai Hub
- To provide further information to you about services Kaipara Kai Hub considers may be of interest to you
- For research purposes
- For other uses that you authorise.
- You can access and request correction of your personal information at any time by contacting us.
- Collection of personal information

Personal information may be collected directly from a visitor when that visitor:

- Emails an enquiry, phones or otherwise contacts Kaipara Kai Hub
- Makes an enquiry
- Adds a comment to any of Kaipara Kai Hub’s social media accounts
- Registers or attends a Kaipara Kai Hub event
- Uses a Kaipara Kai Hub service
- Subscribes to Kaipara Kai Hub’s mailing list
- Gives feedback to Kaipara Kai Hub
- Lodges a complaint.

### Website analytics

Kaipara Kai Hub also collects non-identifiable information about users’ interaction with Kaipara Kai Hub’s information technology systems. This includes use of the website and web services and emails sent to/from Kaipara Kai Hub’s information system.

Kaipara Kai Hub uses analytics to analyse web traffic based on specific behaviour, demographic, and interest data. Kaipara Kai Hub may collect statistical information about visits to the website, including:

- IP addresses
- Pages accessed from the website and clicks on links
- Dates and times at which the website is accessed
- The referring site (if any) through which the website is accessed

- Operating systems

#### Web browsers

The data collected is aggregated and is not personally identifiable. IP addresses are masked so that they cannot be used to identify individuals and analytics will also respect any 'do not track' settings on web browsers.

#### Use of personal information

Any information collected by Kaipara Kai Hub may be used for the following purposes:

- Administering and/or improving the website-
- Providing and improving Kaipara Kai Hub's services
- Market research and data analysis
- Investigating and/or responding to a user's enquiry or complaint
- Marketing, promotional and publicity purposes
- To provide information to users about other websites and services that Kaipara Kai Hub considers may be of interest to users

#### Disclosure of personal information

Kaipara Kai Hub will only share personal information with other parties in the following circumstances:

- Where Kaipara Kai Hub has the visitor's consent
- To any third-party contractor to the extent necessary for that third-party contractor to achieve any of the purposes listed above on Kaipara Kai Hub's behalf.
- To improve cyber security

If Kaipara Kai Hub reasonably believes giving the information may help prevent or resolve fraud, money laundering, unauthorized access to or attacks on Kaipara Kai Hub's information technology systems or other crimes

- To comply with the law of New Zealand or other jurisdiction
- To be used for research or statistical purposes and not be published in a form that could reasonably be expected to identify the individual concerned.
- Storage of personal information

Kaipara Kai Hub will take all reasonable steps and maintain appropriate processes to prevent unauthorised access to, or use of, the personal information Kaipara Kai Hub collects.

Any personal information provided to Kaipara Kai Hub will be collected and held at Kaipara Kai Hub's offices, 1 Jellicoe Street, Ruawai and/or cloud providers or data centres used by Kaipara Kai Hub. When Kaipara Kai Hub uses cloud providers or data centres to store and manage personal information it will ensure that appropriate security measures are in place.

#### Use of cookies

A cookie is a piece of data stored on a user's computer or other device tied to non-personal information about the user. Kaipara Kai Hub uses cookies to store a user's preferences, to record session information, and where they are required for features of the website to work. Users can disable cookies in their web browser settings and/or delete them from their computer's hard drive. Users do not need to have cookies turned on to use the website but some online services, features or functions of the website may not function properly if the cookies are turned off.

Kaipara Kai Hub uses cookies to track patterns of use on the website; help display advertising to users; provide you with offers of Kaipara Kai Hub services that may be relevant to you.

#### Links to social networking services

Kaipara Kai Hub uses social networking services to communicate with the public about Kaipara Kai Hub's work. When visitors interact with Kaipara Kai Hub via these services, the social networking services may collect visitors' personal information for their own purposes. Such services have their own privacy policies which users are advised to read.

For more information on the privacy laws in NZ and contact details for the Office of the Privacy Commissioner, please visit the Privacy Commissioner's website:

<https://www.privacy.org.nz/>