

# Privacy Statement

This Privacy Statement explains how we collect, use, store, and protect your personal information in accordance with the Privacy Act 2020. If you receive services from WALSH Trust, our staff will talk with you about your information and privacy rights and will actively seek your consent in an ongoing and respectful way.

This statement applies to all services provided by WALSH Trust and governs how we handle personal information. It does not limit or exclude any of your rights under the Privacy Act 2020.

For more information about the Act, please visit [www.privacy.org.nz](http://www.privacy.org.nz).

## Key privacy principles

We follow the privacy principles set out in the Privacy Act 2020. In practice, this means:

- We collect personal information only when it is necessary to support our services and functions.
- Personal information is usually collected directly from you, but may also be collected from authorised third parties where appropriate and lawful.
- Personal and sensitive information is stored securely, including within cloud based systems that have appropriate technical and organisational safeguards in place.
- We use and share personal information only for the purpose it was collected, or where required or authorised by law.

## Storage and retention

Personal information is stored securely using reputable digital systems and service providers. Our data is stored in Microsoft Azure cloud servers. Walsh Trust also uses trusted third-party systems to support recruitment, workforce management and learning. Personal information may be stored or processed by these providers. We take reasonable steps to ensure all third-party providers meet appropriate privacy, security and confidentiality standards.

We retain information only for as long as it is lawfully required or genuinely needed for business or service purposes, and then ensure it is securely deleted or destroyed, in line with the Public Records Act 2005 and the Privacy Act 2020.

## Security of information

WALSH Trust takes reasonable and appropriate steps to protect personal information from loss, misuse, unauthorised access, disclosure, or alteration. This includes physical, digital, and organisational security measures that are regularly reviewed.

## Third party providers

We may use trusted third-party providers to deliver specific services such as surveys, newsletters, or to support recruitment, workforce management and learning. Where these providers may access personal information, we take reasonable steps to ensure they meet appropriate privacy and security standards.

## **Use and disclosure of personal information**

Personal information is used only to support the delivery of our services, meet legal obligations, and carry out our lawful functions. We may share personal information with other organisations when this is necessary, authorised by you, or required by law.

## **Your privacy rights**

You have the right to:

- Request access to the personal information we hold about you
- Ask for corrections if you believe information we hold is inaccurate

Requests can be made by contacting the WALSH Trust Privacy Officer. We will respond within the timeframes required by law.

Contact details for Privacy Officer:

Privacy Officer: Will Ward, Chief Executive WALSH Trust

Address: 8 Hickory Avenue, Henderson, Auckland 0650

Email: [reception@walsh.org.nz](mailto:reception@walsh.org.nz)

## **Opting out and website cookies**

You may opt out of WALSH Trust communications at any time. Our website may use cookies to improve functionality and user experience. Cookies do not collect personal information, and you can manage or disable cookies through your browser settings.

## **Non personal information collection**

We may collect non identifiable information to understand how our website is used and how it can be improved. This may include IP addresses, search terms, and browsing patterns related to our website.

## **Changes to this Privacy Statement**

This Privacy Statement may be updated from time to time to reflect changes in our practices or legal requirements. We encourage you to review it periodically to stay informed