

## Community Research Privacy Policy

Community Research (**we, us, our**) will safeguard your personal information and your rights in accordance with the Privacy Act 1993 (“the Act”).

Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

### Collection of personal information

We collect personal information about you when you provide that information to us, including via the website and any related service, and also through any registration or subscription process, or through any other contact with us.

### How we use your personal information

We may use your personal information for the following purposes:

- to provide e-newsletters and information relating to webinars and our other online resources to you where you have provided your email to us in order to receive information from us;
- to send you surveys to help us improve the resources and events that we provide;
- to respond to communications from you, including a complaint;
- to conduct research on an anonymised basis (eg: collecting information about where the people who access our online resources are located.)
- to administer the website and improve your browsing experience.
- for any other purpose authorised by you or the Act.

### Disclosing your personal information

We may disclose your personal information to third parties where they are:

- those people who provide services to Community Research such as contractors who work on our IT system or the data centre that we use to provide the website or other services.
- any other person authorised by the Act or another law (e.g. a law enforcement agency)
- any other person authorised by you.

### Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse. While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

## Accessing and correcting your personal information

Subject to certain grounds for refusal set out in the Act, you have the right to access readily retrievable personal information that we hold about you and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise the above rights, email [admin@communityresearch.org.nz](mailto:admin@communityresearch.org.nz). Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

In accordance with the Act, we may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

## Website and webinars

If you post your personal information in the website's "comments" spaces, or using the webinar chat function, you acknowledge and agree that the information you post is publicly available.

We collect information about your computer, your visits to this website including your IP address and location.

Our websites contains content that was not produced by Community Research. We are not responsible for third-party content and we do not necessarily endorse the views expressed. We accept no liability or responsibility for the way that such information is interpreted or used, or the results of its use.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

We use cookies (a text file that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of the website.

## Changes to this policy

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

Date: March 2020