

QUALITY MANUAL Privacy Policy				
Version: 1	Date: July 2022	Approved by: CEO	Next Review: March 2027	

PURPOSE

Ko Wai Tōu Ingoa Hauora is committed to providing services that meet the Health and Disability Sector Standards, other service standards, legislation, and contract service specifications.

The organisation is also committed to consistently monitor and improve services for the benefit of the clients.

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

- The personal data we will collect;
- Use of collected data;
- Who has access to the data collected;
- The rights of Site users; and
- The Site's cookie policy.

This Privacy Policy applies in addition to the terms and conditions of our Site.

CONSENT

By using our Site users agree that they consent to:

- The conditions set out in this Privacy Policy; and
- The collection, use, and retention of the data listed in this Privacy Policy.

PERSONAL DATA WE COLLECT

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below without notifying you first.

If you choose not to provide us with the personal data listed below, or if we are unable to collect that data, we may not be able to provide you with certain services or information or may not be able to carry out an activity you have requested.

DATA COLLECTED AUTOMATICALLY

When you visit and use our Site, we may automatically collect and store the following information:

- Number of website views;
- When you send us a referral with your information on it.

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HOW WE USE PERSONAL DATA

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our Site. We will not use your data beyond what we disclose in this Privacy Policy.

THE DATA WE COLLECT AUTOMATICALLY IS USED FOR THE FOLLOWING PURPOSES

- Statistics;
- Reviewing the referral you completed and allocating your file to the right service we provide, this includes informing the service manager who delegates service provision to staff;
- We may disclose your information to any member of our organisation who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

OTHER DISCLOSURES

- We will not sell or share your data with other third parties, except in the following cases:
- If the law requires it;
- If it is required for any legal proceeding;
- To prove or protect our legal rights; and
- To buyers or potential buyers of this company in the event that we seek to sell the company;
- If you follow hyperlinks from our site to another site, please note that we are not responsible for and have no control over their privacy policies and practices.

HOW LONG WE STORE PERSONAL DATA

- User data will be stored for (7) seven years;
- You will be notified if your data is kept for longer than this period;
- You can ask in writing to view the data we have collected about you.

HOW WE PROTECT YOUR PERSONAL DATA

In order to protect data, we use the strongest available browser encryption and store all of our data on servers at the office, in an external hard-drive and with the Privacy Officer. Data is updated daily.

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole

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can be insecure at times and therefore, we are unable to guarantee the security of user data beyond what is reasonably practical.

CHILDREN

We knowingly collect and use personal data from children under 16 years of age as we provide services to children. We have additional policies that are mandated by New Zealand legislation that data collection for vulnerable children be protected in the same manner as adults. If a child under 16 years of age has provided us with personal data, it must be with the consent of their parent or guardian. Please contact our Privacy Officer.

HOW TO ACCESS, MODIFY, DELETE, OR CHALLENGE THE DATA COLLECTED

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to who we disclosed your personal data, or if you would like your data to be deleted or modified in any way, please contact our Privacy Officer here:

Rita Gore

info@kwtih.org.nz

(06) 870-8052

831 Huia Street Camberley, Hastings, 4200

COOKIE POLICY

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can choose to be notified each time a cookie is transmitted. You can also choose to disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We do not use cookies on our Site.

MODIFICATIONS

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy, we will update the "Date" at the top of this Privacy Policy. We recommend that our users periodically review our Privacy Policy to ensure that they are notified of any updates. If necessary, we may notify users by email of changes to this Privacy Policy.

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CONTACT INFORMATION

If you have any questions, concerns or complaints, you can contact our Privacy Officer.

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