



PRIVACY POLICY

Policy Category	Date Approved	Review Schedule	Next Review
Governance / Stewardship	21 July 2026	2 Years	21 July 2028

1. Purpose

The Steve Farrelly Foundation is committed to protecting the privacy of individuals and handling personal information responsibly, lawfully, and transparently. This Privacy Policy explains how the Foundation collects, uses, stores, discloses, and protects personal information in accordance with the **Privacy Act 2020**.

2. Scope

This policy applies to personal information collected by the Foundation from donors and supporters, beneficiaries and programme participants, volunteers, trustees, contractors and service providers, event attendees, website users and individuals who contact the Foundation

3. Privacy Principles

The Foundation will:

- Collect only information that is necessary for its charitable activities.
- Be open and transparent about how personal information is used.
- Keep personal information secure.
- Ensure personal information is accurate and up to date where practicable.
- Give individuals access to their personal information where required by law.
- Respect the rights of individuals under the Privacy Act 2020.

4. Personal Information We Collect

The Foundation may collect personal information including contact and information relating to experience and qualifications, information, donation information, participation details and information from the website.

5. How Information is Collected

The Foundation may collect information directly from individuals or may also receive from third parties where authorised by the individual or where permitted by law.

6. Purpose of Collection

The Foundation may collect, use, and hold personal information to:

- Deliver charitable programmes and services
- Communicate with donors, volunteers, beneficiaries, and supporters
- Process donations and issue receipts
- Organise events and fundraising activities
- Recruit and manage volunteers and contractors
- Maintain governance and administrative records
- Comply with legal obligations
- Improve Foundation activities and community engagement

The Foundation will only use personal information for purposes related to those for which it was collected unless otherwise authorised by law.

7. Disclosure of Personal Information

The Foundation will not sell, trade, or rent personal information. Personal information may be disclosed to service providers engaged to assist the Foundation (such as accountants, auditors, payment processors, IT providers, or legal advisers), where required by law, with the individual's consent, to emergency services or medical personnel where necessary to protect health or safety and where here otherwise permitted under the Privacy Act 2020. The Foundation will take reasonable steps to ensure service providers protect personal information appropriately.

8. Storage and Security

The Foundation is committed to protecting personal information from loss, misuse, unauthorised access, disclosure, alteration, or destruction. Access to personal information will be limited to individuals who require it for Foundation purposes.

Personal information may be stored in both electronic and physical formats. Electronic information may be held on secure cloud-based systems, databases, email platforms, accounting systems, donor management systems, and file storage services used by the Foundation. Physical records, where retained, will be stored securely and access restricted to authorised personnel. The Foundation uses reasonable administrative, physical, and technical safeguards to protect personal information, including password protection, access controls, secure storage arrangements, and secure disposal processes.

While the Foundation takes reasonable steps to protect personal information, no method of electronic storage or transmission is completely secure, and the Foundation cannot guarantee absolute security

9. Access and Correction

Individuals have the right to request access to their personal information and request correction of that information, subject to the provisions of the Privacy Act 2020.

Requests should be made in writing to: chair@stevifarrellyfoundation.org.nz

10. Retention of Information

The Foundation will retain personal information only for as long as necessary to fulfil the purpose for which it was collected, meet legal, financial, reporting, or audit requirements; and as required for the Foundation's legitimate interests. Information that is no longer required will be securely deleted or destroyed.

11. Marketing and Communications

The Foundation may communicate with supporters, donors, volunteers, and community members regarding events, fundraising, news and updates. Individuals may opt out of receiving marketing or promotional communications at any time.

12. Photographs and Media

The Foundation may take photographs, videos, or recordings at events and activities for promotional, educational, and reporting purposes. Where practicable, individuals will be informed when photography or recording is taking place. Any person who does not wish to be photographed or recorded should notify the event organiser. Special care will be taken when photographs or recordings involve children and young people.

13. Privacy Breaches

Any actual or suspected privacy breach must be reported promptly to the Chair who will investigate and respond as required at law.

14. Overseas Disclosure

The Foundation currently uses third-party cloud service providers to store and process information. These providers may store data in New Zealand or other countries. Before engaging service providers that store data overseas, the Foundation will take reasonable steps to ensure that personal information is protected by safeguards comparable to those required under the Privacy Act 2020

15. Questions and Complaints

Questions, concerns, or complaints regarding privacy should be directed to the Chair: chair@stevifarrellyfoundation.org.nz If a concern cannot be resolved, individuals may make a complaint to the Office of the Privacy Commissioner.

16. Review

This policy will be reviewed every two years or earlier if required due to legislative changes, operational changes, or recommendations from the Board.

A handwritten signature in black ink that reads "Trina Lincoln". The script is cursive and fluid, with the first name "Trina" and last name "Lincoln" clearly distinguishable.

Signed:

Date: 21 July 2026