

FRIENDS OF ARATOI

Privacy Policy

Last Updated: **MAY 2025**

1. Introduction

Friends of Aratoi (Friends) is committed to protecting the privacy of its volunteers, members, and our relationship with Aratoi Wairarapa Museum of Art and History (Aratoi). This policy outlines how we collect, use, store, and protect personal information in accordance with the Privacy Act 2020.

2. Definitions

Personal Information: Any information about an identifiable individual

Member: Any current or prospective member of Friends of Aratoi

We, Our, or Us: Refers to Friends of Aratoi

Aratoi: Aratoi Wairarapa Museum of Art and History

Privacy Officer: The designated person responsible for privacy matters (currently the Membership Secretary)

3. Collection of Personal Information

3.1 Information We Collect

We collect the following personal information:

- Full name
- Postal address
- Phone numbers
- Email address(es)
- Membership status and history
- Payment records of membership fees

3.2 How We Collect Information

We collect personal information:

- Directly from membership applications
- Through the Aratoi website membership portal
- Through email or written correspondence
- Through membership renewal processes

3.3 Purpose of Collection

We collect and use personal information for:

- Maintaining membership records

- Communicating about events and activities
- Processing membership renewals
- Sending newsletters and updates
- Managing volunteer activities
- Statistical purposes (in anonymised form)

4. Storage and Security

4.1 How We Store Information

All personal information is held digitally in a password protected database. These are used to:

- populate email distribution lists through Brevo
- maintain financial records of individual memberships through Xero.

Friends does not hold any physical copies of personal information. Personal information received in writing is transferred to a digital environment with the physical copy being securely disposed of.

4.2 Security Measures

We protect your personal information through:

- password protection
- access restrictions

5. Use and Disclosure

5.1 Internal Use

We use personal information solely for the purposes specified in section 3.3.

5.2 Sharing with Aratoi

We share member information with Aratoi for current membership checking purposes

5.3 Third-Party Disclosure

We do not sell, rent, or make personal information available to any third parties except:

- with your explicit consent
- where required by law
- in emergency situations to protect individual or public safety

6. Your Rights

You have the right to:

- access your personal information
- request correction of incorrect information

- request deletion of your information (where appropriate)
- withdraw consent for optional communications
- make a complaint to the Privacy Commissioner

To exercise these rights, contact our Privacy Officer through any of the channels specific in Section 10 of this document. We will respond to your request within 20 working days.

7. Data Retention

We retain personal information for one calendar year following Friends membership lapsing.

8. Privacy Breaches

8.1 Definition

A privacy breach occurs when there is:

- unauthorised access to personal information
- unauthorised disclosure of personal information
- loss of personal information
- any other unauthorised use of personal information

8.2 Breach Response

If a privacy breach occurs:

1. It must be reported immediately to the Privacy Officer
2. The Privacy Officer will assess:
 - a. the type and sensitivity of information involved
 - b. the cause of the breach
 - c. the extent of the breach
 - d. the risk of harm to affected individuals
3. The Friends committee will be notified of material breaches
4. Affected individuals will be notified if there is a risk of harm
5. The Privacy Commissioner will be notified of serious breaches as soon as practicable

8.3 Serious Harm

Serious harm may include:

- financial loss or fraud
- discrimination or disadvantage
- significant humiliation or loss of dignity
- damage to reputation or relationships
- professional or personal risks

9. Changes to This Policy

We may update this policy from time to time. Changes will be:

- communicated to members via email
- posted to the Aratoi website www.aratoi.org.nz
- effective from the date of notification.

10. Contact Information

For privacy-related queries or concerns:

Privacy Officer: Matt Boulton

Email: aratoifriends@gmail.com

Postal Address: P.O. Box 648, Masterton 5810, New Zealand

11. International Data

We do not currently transfer personal information overseas. If this changes, we will update this policy and seek appropriate consent.

12. Consent

By becoming a member of Friends, you consent to the collection and use of your personal information as described in this policy. You may withdraw consent for optional communications at any time by contacting the Privacy Officer.

13. Privacy Policy Review

This Policy is to be reviewed annually.