

ONLINE PRIVACY STATEMENT – WEBSITE COPY

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Introduction

The Wellington Pasifika Business Network (WPBN) complies with the Privacy Act 2020 (the Act) and the Unsolicited Electronic Messages Act (the EM Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

In this Online Privacy Statement, WPBN sets out how we collect, store, use, and disclose personal information. Any information we collect about you is necessary for the purposes of WPBN's work and is treated in a confidential and trusted way, in accordance with the Information Privacy Principles outlined in the Act.

If you wish to seek further information on the Act, please visit the Privacy Commissioner's website at www.privacy.org.nz

Our Online Privacy Statement and our Privacy Policy may be amended as legislation is revised, from time to time. Updated policies will be uploaded to the WPBN website for you to peruse and our practices amended in line with the requirements of the Act.

The purpose of collecting your personal information

WPBN collects personal information from you so that we can help you to inspire, empower, develop strengthen, and support you, to grow, as a Pasifika entrepreneur, ultimately to deliver positive outcomes to Pasifika peoples. WPBN collects personal information and information about your business to monitor, analyse and evaluate statistical data to assist us to tailor our services to cater to our member's needs.

What personal information do we collect?

WPBN collects a variety of personal information. The kind of information we collect may include, but is not necessarily limited to the following:

- Name and contact information, including email address, physical address, and cell phone number.
- Name of your business.
- Details about your business, including size, industry sector, location, purpose, and the nature and context of relevant business activities.
- Ethnicity – to determine the percentage of Pasifika business ownership across all of our Pacific Island nations.

Information we will not collect

We will not collect from you any sensitive information revealing your political opinions, religious or philosophical beliefs, date of birth, age, or details of health or disability. The only exception to this is when you give express consent to us to collect the information, when the

use of the information is authorised by law or considered reasonably necessary to enforce the law, or when the information is necessary for the establishment, exercise, or defence of a legal claim.

We will not contact you unless you have expressly requested that contact. WPBN will ensure that it adheres to the provisions of the EM Act. We will only collect and use information from you in accordance with the EM Act.

Who and where do we collect your personal information from?

WPBN collects your personal information for the business purpose stated at the time of collection, from:

- You. When you provide that personal information to us including:
 - via the website and any related service,
 - through any registration or subscription process,
 - through any contact with us (e.g., phone call or email),
- Authorised third parties, including government institutions and authorities.

WPBN endeavours to collect information from you wherever possible.

How do we use your personal information?

WPBN uses your personal information for the business purpose stated at the time of collection. Below are examples of how we may use personal information gathered. This list is not exhaustive.

- To provide you with learning and development and training opportunities via workshops, seminars, and conferences, either on-line or in person.
- To connect you with other entrepreneurs via events and networking.
- To update on the latest business developments and legislative changes that may have an impact on your business.
- To send you information about WPBN's work that may be of interest to you.
- To conduct research and statistical analysis (on an anonymous basis),
- To respond to concerns or complaints raised.
- For any other purpose authorised by you, or the Act.

We will not under any circumstances release, sell, publish, or give away personal information to any other person unless required by law. We may collate statistics about the users of WPBN's website and WPBN's membership database. However, these statistics will not have any personal information which would identify you.

Disclosing your personal information

Your personal information may be disclosed to a third party if you have authorised us to do so, or if disclosure is one of the purposes, we gathered the information for in the first instance.

Generally, we may disclose your personal information to:

- Any person or business that supports our services, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website, marketing communications services or other services to communicate with you.
- Other groups affiliated within our organisation (e.g., an interest group in your area that you have indicated you would be interested in joining).
- Any other person authorised by you.

Protecting your personal information

WPBN will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

We keep personal information for different periods of time depending on the purpose. Where there is no legislative requirement, your information is kept for as long as it is needed for business purposes. The time your information is held for may include a period of time after your last contact with us, in case the information is required for anonymised reporting, researching, or any other purpose authorised by you or the Act.

Our employees and data processors who have access to, and are associated with the processing of personal information, are obliged to respect the confidentiality of our online visitor's personal information.

WPBN will contact you once a year on **30 April**, to seek your permission to retain your personal information on our online systems.

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 and to request a correction to it.

Your request should clearly set out the details of your request: your name, the correction, and the reason for the correction. You may also ask for correction of any information which you find to be inaccurate or to be removed from any mailing or distribution lists which you have previously asked to be included on.

All requests for accessing or correcting personal information should be sent to WPBN's Privacy Officer.

Internet access and social media/online use

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.

If you post your personal information on WPBN's social media (e.g., Facebook or Linked In) you acknowledge and agree that the information you post is publicly available.

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

We may use cookies to improve and analyse your use of our website. Cookies are a small amount of data sent from our website to your computer and are common to ensure your experience while visiting our website is a simple one. You may disable cookies by changing the settings on your web browser, although this may mean you cannot use all the features of the WPBN website.