



Document Name:	PRIVACY POLICY		
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Caritas Aotearoa New Zealand’s Privacy Policy sets the standards to enable personal information in our care to be managed respectfully.

Objective

A privacy policy guides staff to understand their responsibility to protect personal information from unauthorised use, and protect people from any harm that could result.

The policy sets out the principles used by CANZ to collect, use, disclose and store personal information, and forms the basis of how CANZ will handle, process, manage and destroy personal information.

Scope

Privacy relates to personal information, defined as information about an identifiable individual. Personal information that we collect at CANZ is related to participants in our programmes, donors who support us, and our employees. Information includes physical and electronic documents.

This privacy policy applies to all employees of CANZ.

Policy standards

Collection

CANZ carefully manages the collection of personal information. We collect only the information necessary to carry out our functions and responsibilities.

CANZ commits to making people aware of the collection of information. We will inform them of our purpose for collection and their rights to access and correct that information. Irrelevant and unnecessary information will be returned or destroyed where practicable.

Access

CANZ commits to providing individuals with access to their personal information, unless an exception under legislation applies. Requesters are verified and the information is provided to them within legislative timeframes.

Correction

CANZ respects the individual's right to seek amendment of their personal information. Where information is unable to be corrected, we will invite the individual to submit a statement of correction, and ensure that it is read together with the original document in future.

Use and disclosure

CANZ uses information to:

- provide tax receipts for donations
- correspond with people about our activities
- write stories to tell people about our programmes
- find and appoint staff and people for our Catholic Volunteers Overseas programme.
- Generate statistics to inform us on the effectiveness of our services

Personal information is used and disclosed for the purposes consistent with the reason it was obtained. Reasonable steps will be taken to ensure personal information is complete, relevant, and up to date.

Personal information is disclosed to other parties only where there is legal authority to do so.

CANZ will take reasonable steps to ensure third parties protect the personal information we share with them in line with legislation (within New Zealand), and, if offshore, with the same care CANZ gives to it.

Storage

CANZ stores information with reasonable safeguards against accidental loss or unauthorised disclosure. Reasonable safeguards include using physical and technological protections against unauthorised access. CANZ will not keep information for longer than is necessary.

From time to time the Director may issue "privacy protocols" to guide staff in their implementation of the Privacy Policy in the day-to-day operations of Caritas.

Disposal

CANZ will ensure the secure disposal of personal information or data, held in hardcopy and/or electronic form, that is no longer required for its intended purpose.

Incident management

CANZ has clear processes for reporting, managing and escalating privacy incidents. Incidents will be resolved at the source as soon as practicable and affected parties notified as appropriate. Breaches will be reported externally according to the standards set by the Office of the Privacy Commissioner and legislation.

Training

CANZ will train its employees and contractors in personal information management and the information privacy principles.

Staff information

CANZ will protect the privacy of staff members. Staff personal information is treated with the utmost care and respect, and in accordance with legislative privacy requirements.

Process review

CANZ commits to retaining up to date privacy processes. CANZ processes relating to the collection, recording, access, use, storage and destruction of personal information will be regularly reviewed to ensure they remain relevant and accessible to staff.

Responsibilities

CANZ has a Privacy Officer who supports compliance with this policy and the relevant legislation. The Privacy Officer oversees investigations into privacy-related complaints lodged with the Privacy Commissioner and/or CANZ.

All CANZ staff have individual responsibility to report all privacy breaches and near misses to the Privacy Officer, comply with privacy policies, actively participate in privacy training, and identify privacy risks.