

# Competenz Trust

## Privacy Policy

### 1. Purpose

To ensure Competenz complies with the requirements of the Privacy Act 1993 (the "Act").

### 2. Scope

This Privacy Policy applies generally to all personal information collected by Competenz.

### 3. Definitions

- 3.1 **"Competenz"**: Competenz Trust an incorporated Charitable Trust in New Zealand (Registered Number 2629814) whose head office is situated at: Level 4, 277 Broadway, Newmarket, Auckland.
- 3.2 **"Information Privacy Principles"**: a summary of these principles is set out in the table attached to this Privacy Policy.
- 3.3 **"Personal Information"**: information about an identifiable individual.
- 3.4 **"Privacy Officer"**: the individual appointed by Competenz to:
  - 3.4.1 encourage Competenz's compliance with the Information Privacy Principles;
  - 3.4.2 deal with requests made to Competenz under the Act and this Privacy Policy;
  - 3.4.3 work with the Privacy Commissioner in relation to any investigation of a complaint conducted under the Act;

### 4. Collection of Personal Information

Competenz collects and holds Personal Information for marketing and employment purposes, and in connection with the provision of services to clients.

### 5. Use of Personal Information

Competenz collects and holds Personal Information for marketing and employment purposes, and in connection with the provision of services to clients.

### 6. Disclosure of Personal Information to third parties

- 6.1 Competenz may disclose your Personal Information to third parties for the purposes it was collected, or for a directly related purpose such as:
  - » credit checks;
  - » reference checks.
- 6.2 Competenz will comply with the provisions of the Privacy Act 1993 and will keep all Personal Information confidential and will not use Personal Information other than in accordance with this policy.

By submitting your Personal Information to Competenz through any means, you consent to the use and disclosure of your Personal Information as set out in this Privacy Policy.

## 7. Data security and storage

Competenz takes all reasonable steps to protect Personal Information we hold from loss, unauthorised access, and misuse. The use of Anti-virus software and security systems assist Competenz in protecting your Personal Information. Your Personal Information may be stored in hard copy documents, or electronically on Competenz software or systems.

## 8. Holding Personal Information

Competenz will not hold your Personal Information for longer than it is required for the purposes for which it may lawfully be used.

## 9. Contacting Competenz

- 10.1 Please contact our Privacy Officer at Competenz if you have a request relating to any of the following:
- » if you would like to access, or correct, your Personal Information held by Competenz;
  - » if you would like Competenz to attach to your Personal Information a statement of a correction sought by you but not made;
  - » if you would like your Personal Information removed from the Competenz database;
  - » if you would like to opt-out from receiving direct marketing e-mails; or
  - » any general queries relating to this Privacy Policy.
- 10.2 You may contact the Competenz Privacy Officer by email: [PrivacyOfficer@competenz.org.nz](mailto:PrivacyOfficer@competenz.org.nz)

## 10. Privacy Complaints

- 11.1 If you have a privacy related complaint, you may contact the Privacy Officer at the email address set out above. Your email should set out sufficient details of your complaint, including any alleged breach of applicable privacy law.
- » The Privacy Officer must consider your complaint and will contact you within a reasonable time to advise you of their determination and/or to request further details.
  - » In the event that the Privacy Officer determines that there has been a breach of this Privacy Policy, the Privacy Officer will direct Competenz to take appropriate steps to rectify that breach, and will keep you informed of both the nature of the breach and the steps taken to rectify the breach.
  - » The Privacy Officer will keep a secure record of all complaints.

## 11. Updates/changes to our Privacy Policy

From time to time Competenz may make changes or updates to our Privacy Policy. The most current version of our Privacy Policy will be available on our website.