

## Website Privacy Statement

## **Privacy and Security of Personal Information**

This website is owned by Te Omanga Hospice (TOH). It is hosted on behalf of TOH by a professional server company whose privacy guidelines conform to those of TOH.

TOH does not collect personally identifiable information from you unless you provide it voluntarily and knowingly. TOH only gathers such personal information as is necessary to process your donation and tax receipt, or any enquiries you may have. Such information is held for the purposes of these transactions, and/or for further communications with TOH if permitted by you.

Your personal information is collected securely and is considered private and confidential. It is stored in a secure password-protected location held on the TOH server which is in a secure room. Any personal information is accessible only by authorised TOH staff who may require the information to process your donation or enquiry.

TOH adheres to the Privacy Act (1993) and the New Zealand Marketing Association Code of Practice and ensures all personal information held by TOH is rigorously protected. TOH does not sell, rent or lend any personally identifiable information to third parties or outside agencies.

TOH will not send you any unsolicited communications as a result of donating or enquiry. You will be given the option of receiving further electronic or postal correspondence, which you are able to accept, decline or alter at any time. You have a right to access, alter and/or correct your personal information held by TOH at any time. Any requests you make for amendments to your personal information held will be made promptly by TOH.

## **Privacy and Security of Online Transactions**

TOH website is hosted by a professional server company whose privacy guidelines conform to those of TOH. Online credit card transactions are directed through secure pages housed in the main secure server with this hosting company. These secure pages use high-grade encryption and the "hypertext transfer protocol secure (https)" security protocol – this method is industry standard security protocol.

If you have any questions about the information Te Omanga Hospice maintains about individual personal details, please contact:

- admin@teomanga.org.nz
- or call (04) 566-4535
- or write to The Privacy Officer, Te Omanga Hospice, 38 Britannia Street, Petone, Wellington.