

## **Privacy Policy of Auckland Parents of Deaf Children Incorporated**

### **1. Introduction:**

1.1 Auckland Parents of Deaf Children Incorporated ("APODC", "us", "our" or "we") understands the importance of preserving the confidentiality of your personal information (including private and/or other sensitive medical information). As such, we are fully committed to protecting your personal information (any information about an identifiable individual) and health information (as that term is defined in the Health Information Privacy Code 2020 ("**HIPC**")) in accordance with our obligations under the Privacy Act 2020 ("**PA**") and the HIPC.

1.2 This privacy policy applies to all personal information and health information (together, the "**Personal Information**") we may collect, use, store and disclose.

1.3 From time to time, we may update this privacy policy without advance notice by posting the updates to the APODC website (accessible at apodc.org.nz) ("**Website**"). Except where permitted by applicable laws, any modifications to this privacy policy will not apply retroactively.

1.5 Provision of Personal Information is voluntary. If you do not provide us with any Personal Information that we request, it may affect our ability to (or the way we are able to) provide certain services to you. Our services include (but are not limited to) events, education and resources, partnership and sponsorship, support and advocacy, and grants and scholarships ("**Services**").

### **2. What information we collect**

2.1 We may collect, use and store Personal Information from our members including: name, address, telephone number, physical address, email address, date of birth, ethnicity, relationship with other members, medical information in relation to hearing level of a member and any medical devices used by that member. We may also collect, use, disclose and store the above-mentioned information in relation to any children of a member, including any deaf or hard of hearing children of members.

2.2 When planning and managing our events we may collect additional Personal Information (including health-related information) from members or members' children for example, information about an individual's [dietary requirements, medical needs, feedback on events]; and (b) Personal Information about any other individuals involved in attending, planning or managing our events eg employees/volunteers, donors, third party health providers' staff, partners/sponsors, or business service providers' staff etc for example, [an individual's name and contact details, their involvement in the event, their relationship with any members].

2.3 When you use the Website, we may collect the following information (some of which may be Personal Information): (i) IP address, (ii) browser type, (iii) operating system and its interface, (iv) requested content; (v) the length of time spent on the Website; and (vi) frequency of access.

### **3. How we collect this information**

3.1 We collect Personal Information when you: (i) use the Website, (ii) submit a membership form, (iii) enroll for any of our events; (iv) contact us directly via telephone or email; or (v) provide information to us in any other context.

3.2 We will only collect Personal Information about you from third parties with your consent or as otherwise permitted under the PA or HIPC.

3.2 This privacy policy does not apply to information collected by any third party, including through any application or content that may link to or be accessible from or on the Website.

#### **4. How we use that information**

4.1 We collect, use and store Personal Information for the following purposes:

- (i) for internal analysis and record keeping;
- (ii) to inform you about our upcoming events, presentations, or other activities;
- (iii) to display the Website and ensure it operates properly;
- (iv) to provide our Services;
- (v) to improve the Services; for direct communication regarding our Services, including mailings and emails (subject to your electronic marketing preferences) regarding our activities or surveys ;
- (vi) to include in or assist in preparing grant funding applications and grant spending reports; and
- (vii) for any other purpose notified to you at the time of collection of the Personal Information.

4.2 We will collect, use, store and disclose your Personal Information only for the purposes outlined in this privacy policy, as otherwise authorised by you, or as authorised or required by law. If we use your Personal Information for purposes not set out in this privacy policy, we will only do so in accordance with the PA and HIPC.

4.3 We will only retain your Personal Information for the period necessary to fulfill the purposes outlined in this privacy policy unless a longer retention period is required or authorised by law.

#### **5. Protection and Maintenance of Personal Information**

5.1 We use commercially reasonable administrative, technical, personnel and physical measures to safeguard your Personal Information against loss, unauthorised access, use, disclosure or modification, or any other misuse.

5.3 We take reasonable steps to make sure that the Personal Information we collect, store, use or disclose is accurate, complete and up-to-date.

#### **6. Disclosure of Personal Information**

The APODC may share your Personal Information with third parties that provide us with services such as website hosting, data analytics and email marketing service providers, and relevant partners, sponsors and grant providers for the purpose of submitting grant funding

applications and grant spending reports. We do not permit these third parties to use or disclose Personal Information for their own purposes.

## **7. How to access and correct Personal Information**

7.1 You have the right to request: (i) confirmation of whether we hold your Personal Information; (ii) access to your Personal Information; and (iii) correction of your Personal Information. To ensure your Personal Information is accurate and up-to-date, please notify us of any changes to your Personal Information as soon as possible by contacting us as indicated in the Contact Us section below.

## **8. Contact Us**

8.1 If you have any further questions regarding this privacy policy or the use of your Personal Information under this privacy policy, please contact us using the below methods.

**Phone:** 022 084 2244  
**Email:** [coordinator@apodc.org.nz](mailto:coordinator@apodc.org.nz)  
**Or write to:** Auckland Parents of Deaf Children Inc  
PO Box 202001  
Southgate, Takanini  
Auckland – 2246