DESTINATION
TE AWAHOU FOXTON

Destination Te Awahou Foxton: Privacy Policy

Effective Date: 20 October 2026

1. Organisation Details and Introduction

This Privacy Policy is adopted by the trustees of **Destination Te Awahou Foxton** ("we", "us", "our"), operating as a non-profit community trust in New Zealand.

We are committed to safeguarding the privacy of our community members, volunteers, local businesses, and visitors. This policy sets out how we collect, use, store, and disclose personal information in accordance with the New Zealand **Privacy Act 2020**.

2. Information Collection and Community Promotion Purposes

2.1 Information We Collect

We collect personal information directly from individuals when they engage with our community initiatives, sign up for our communications, register for community events, or contact our trust. The personal information collected may include:

- Full name;
- Contact details, including physical address, postal address, email address, and telephone number;
- Community stakeholder or local business affiliations;
- Records of correspondence, enquiries, and event attendance; and
- Preferences regarding community updates, newsletters, and promotional materials.

2.2 Purposes of Collection

We collect and use personal information solely for non-profit and community-focused purposes, including:

- Promoting community initiatives, cultural events, and public activities within the Te Awahou Foxton area;
- Distributing newsletters, community updates, and notices to individuals who have consented to receive them;

- Facilitating liaison, coordination, and information sharing with local businesses, community groups, and local stakeholders;
- Administering community records, event registrations, and trust volunteer programmes; and
- Responding to public enquiries and fulfilling any direct administrative obligations of the trust.

We do not sell, rent, or trade personal information to commercial third parties. Personal information is only used for the specified purposes for which it was obtained or for directly related purposes that would reasonably be expected in the administration of trust affairs.

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3. Storage, Security, and Data Retention

3.1 Security Measures

We take all reasonable steps to protect the personal information held by the trust against unauthorised access, loss, misuse, modification, or unauthorised disclosure.

Personal information is held securely through:

- Access-restricted, password-protected cloud storage systems and administrative accounts;
- Multi-factor authentication where supported by our digital service providers; and
- Secure, locked physical storage for any paper records or physical registration forms, accessible solely by authorised trust personnel.

3.2 Retention and Disposal

Personal information is retained only for as long as is strictly necessary to fulfil the non-commercial purposes for which it was collected, or as required by law. When personal information is no longer needed, it is securely destroyed, deleted, or permanently anonymised.

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4. Governance: Privacy Officer and Breach Notification

4.1 Privacy Officer

To ensure accountability and ongoing compliance with the Privacy Act 2020, the trustees have appointed a designated Privacy Officer. The Privacy Officer is responsible for:

- Overseeing the trust's privacy practices and adherence to this policy;
- Acting as the primary point of contact for individuals seeking access to, or correction of, their personal information; and
- Liaising with the **Office of the Privacy Commissioner** on regulatory matters.

Contact Details for the Privacy Officer:

- **Organisation:** Destination Te Awahou Foxton
- **Email:** dtaf363@gmail.com
- **Postal Address:** Destination Te Awahou Foxton, Foxton, New Zealand

4.2 Privacy Breach Notification

In the event of a privacy breach (involving unauthorised access to, disclosure of, or loss of personal information held by the trust):

- The Privacy Officer and trustees will promptly contain and assess the breach, evaluating the risk and likelihood of serious harm;
- If the breach constitutes a notifiable privacy breach causing, or likely to cause, serious harm to any affected individual, the trust will notify the **Office of the Privacy Commissioner** as required under the Privacy Act 2020; and
- Where required under the Privacy Act 2020, affected individuals will be notified directly to enable them to take protective steps, unless an exemption applies.

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5. Access, Correction Rights, and Complaints Handling

5.1 Rights of Access and Correction

Under the Privacy Act 2020, every individual has the right to:

- Request confirmation of whether the trust holds personal information about them;
- Request access to the personal information held about them; and
- Request the correction of their personal information if it is inaccurate, incomplete, or out of date.

Where a request for correction is made and the trust determines not to make the correction, the individual may request that a statement of the correction sought be attached to the personal information.

To exercise these rights, individuals may submit a written request to the Privacy Officer at: `dtaf363@gmail.com`.

5.2 Marketing and Communications Opt-Out

Individuals may opt out of receiving community newsletters or promotional communications at any time by:

- Using the "unsubscribe" link included at the base of our electronic communications; or
- Emailing a direct opt-out request to `dtaf363@gmail.com`.

5.3 Complaints Procedure

If an individual has concerns regarding the handling of their personal information by the trust, they may lodge a formal complaint with the Privacy Officer:

- **Email:** dtaf363@gmail.com
- **Attention:** The Privacy Officer, Destination Te Awahou Foxton

The Privacy Officer will investigate the complaint and respond within a reasonable timeframe. If an individual is dissatisfied with the outcome, they retain the right to refer the matter to the **Office of the Privacy Commissioner** via its website (`privacy.org.nz`).