

# PRIVACY STATEMENT

## TUAROPAKI TRUST GRANTS

*Last updated on 7 January 2020*

We know your personal information is important to you. That's why we take care to look after it, always aiming to keep it safe and confidential.

### **SUMMARY - how we manage your personal information**

1. **Collection:** If you are applying for a grant or scholarship from the Tuaropaki Trust, we will collect your personal information directly from you. Where you are not the owner of the shares in Tuaropaki E Lands we may ask you to provide evidence of your relationship to the owner who does own the shares. We will only request this information to verify your entitlement to a grant through whakapapa. It is your responsibility to obtain permission from your whanau and to provide evidence of their consent for you to submit their personal information to Tuaropaki Trust. If you or your whānau choose not to provide your personal information to us as part of the grant application process, your application will be deemed incomplete which may result in being declined.
2. **Use:** We use your personal information to process and make decisions about your grant application, to improve our processes and to contact you if we think you might be interested in other engagement activities, like internships, apprenticeships, or scholarships.
3. **Access:** We won't share your personal information with anyone outside Tuaropaki Trust unless we get your permission first or otherwise are allowed to share it under the Privacy Act 1993. Once your personal information is combined or "aggregated" with that of others, it will no longer be personal information that can identify you. We may share that kind of aggregated information for research and analysis purposes with third parties such as Owners, the Tuaropaki Trust Board or researchers. Those statistics will never identify you personally.
4. **Security:** We store your personal information securely both in New Zealand and Australia.
5. **Your rights:** You can ask us to provide you with access to your personal information and correct your personal information if it is wrong.

### 1. **INTRODUCTION**

**Who are we?** Tuaropaki Trust is an Ahu Whenua trust established under the [Te Ture Whenua Māori Act](#). We administer Tuaropaki E lands for the benefit of Tuaropaki Trust owners (**Owners**). Where this Privacy Statement says **we** or **us**, it means Tuaropaki Trust.

**What is this Privacy Statement about?** This Privacy Statement applies to personal information submitted through the Tuaropaki Trust Grants Application Process (the **Grants Application Process**). We manage the personal information we collect in accordance with the [Privacy Act 1993](#) and all other applicable laws.

This Privacy Statement explains how we collect, use, store and share the **personal information** you submit through the Grants Application Process. Personal information is any information that identifies you and can include your name, contact details (e.g. email address, phone number and postal address), birth certificate and educational records, or anything else that would enable someone to

identify you from that information - even if your name doesn't appear. It doesn't include anonymous information like statistics.

***Where can I find out about any changes to this Privacy Statement?*** We may need to update this Privacy Statement from time to time to reflect changes in the law and our data practices. We will let you know about any changes to this Statement by posting an update on Tuaropaki Trust's website.

## 2. **COLLECTION** - What personal information are we collecting and why?

### a) **Your** personal information

- We collect the following personal information to **process your application(s)** for grants and other forms of funding (**funding**):
  - Your name, contact details, username and password; and
  - bank account details.
  
- If applying for the education grants or scholarships we also collect the following personal information:
  - academic transcript/NCEA record of achievement
  - CV (if applying for a tertiary scholarship);
  - personal statement/essay; and
  - letters of recommendation.
  
- We also collect the following personal information to **verify**:
  - Your identity:**
    - scanned copy of an official photo ID (e.g. 18+ card, current driver's licence, passport); and
    - a copy of your birth certificate.
  
  - Your whakapapa:**
    - a copy of the birth certificate of each whānau member between you and the applicable Owner (including the Owner);
    - a completed whakapapa sheet; and
    - a completed owner endorsement.
  
  - Your study plans:**
    - confirmation of enrolment for study (like a letter of acceptance);
    - fees invoice from the tertiary institution; and
    - fees receipt/StudyLink payment confirmation letter.

### b) **Personal information of your whānau**

We have to verify your whakapapa before we can process your application(s) for funding. We do this by checking the birth certificates of you **and** your whānau. We only need to see the birth certificates for the whānau members between you (the applicant) and the Owner that you whakapapa to. This Privacy Statement applies to all of the personal information we collect.

We will only collect personal information of your whānau from you if your whānau have agreed that you can give it to us. If you or your whānau choose not to provide personal information to us as part of the application process, we will not be able to provide funding to you.

**c) Personal information may be collected by cookies**

Third party software used in the development of this Portal may use “cookies” to collect and store information about your use of the Portal. [While that information [will not usually] be personal information, we want to be transparent about the use of those kinds of online tracking devices]. You can disable cookies in your website browser settings. To learn more about cookies, visit [allaboutcookies.org](http://allaboutcookies.org).

**3. USE - What will we do with the personal information we collect?**

We may use your personal information to:

- process and make decisions on your application(s) for funding;
- make any future applications easier so you don't have to provide the same information multiple times;
- identify and reach out to you if we think you might be interested in other student engagement activities, like internships, apprenticeships, or scholarships;
- improve how we administer our funding, engagement activities and programmes; and
- for publicity purposes if your application is successful.

If we need to use your personal information for another purpose, we will get your permission first, or make sure that the Privacy Act 1993 permits us to use it in that way.

Once your personal information is combined or “aggregated” with the personal information of other people, it will no longer be personal information that can identify you. We may share that kind of aggregated information for research and analysis purposes with third parties such as the Owners, the Tuaropaki Trust Board, or researchers. Those statistics will never identify you personally.

**4. ACCESS - Who can see your personal information?**

Only authorised employees of the Tuaropaki Trust have access to your personal information.

If we do need to share your personal information, we will make sure we get your permission first, or otherwise are allowed to share it under the Privacy Act 1993. We will make sure that anyone receiving your personal information in this way has agreed to keep your personal information confidential.

**5. SECURITY - Where do we store your personal information and for how long?**

***Where is my personal information stored?*** We use Microsoft Azure cloud-based services to operate the Grants Application Process and initially store your personal information. The data centre we use is located in South-east Australia. No one from the data centre provider has permission to access your information. They have protocols in place to ensure your data is safe and secure.

Your information will then be copied to our secure Tuaropaki Trust databases in New Zealand, where it will be stored for various purposes, including making the application process easier for you by not having to re-submit the same information or documentation if you apply for further funding in future.

***How long will we keep your personal information?*** We will retain your personal information only for the time necessary to fulfil the functions set out in the section above entitled “*COLLECTION - What personal information are we collecting and why?*”. The only exception is where we have special legal obligations as an Ahu Whenua Trust to retain certain records indefinitely about the identity of Owners and beneficiaries.

## **6. YOUR RIGHTS**

We do our best to make sure the personal information we hold about you is correct. Please tell us as soon as possible if any of your contact details change, including your name, address, telephone or mobile numbers and email address so we can make sure your personal information is accurate and up to date.

- **Access and correction of your information:** If you think that any of the personal information that we hold about you is incorrect, please let us know at any time. You can email or call us on using the contact details below.
- **Complaints:** Please email or call us using the contact details below if you have a complaint about how we deal with your personal information. We will do our best to fix the problem straight away. If you're not happy with our response, you can [contact the Office of the Privacy Commissioner](#). You have the right to do this under the Privacy Act.

### **How to contact us:**

- **Email:** [ownerservices@tuaropaki.com](mailto:ownerservices@tuaropaki.com)
- **Phone:** +64 7 376 2500
- **Post:** Tuaropaki Trust, Level 1, 54 Tuwharetoa Street, PO Box 441, Taupo 3351, New Zealand