

Privacy Notice

Graduate Women NZ & Graduate Women NZ Charitable Trust

This Privacy Notice describes how we collect, use and share personal information and explains your rights in relation to those activities

Why we collect your information

We collect your personal information to carry out our operations, functions and activities as a Not-for-Profit entity. These are our “purposes” or “legitimate interests” and include:

- our advocacy, educational and collaboration activities
- the services and benefits that we provide (including through third parties)
- communicating with you or with your alternate contacts
- maintaining our community of awardees, members, donors, trustees and other persons with a connection to us.
- the marketing and fundraising activities that we undertake
- our administrative and management activities
- our legal, regulatory, and contractual obligations
- monitoring, evaluating and improving our performance and effectiveness

How we collect your information

We collect information about you in two ways:

Information you provide to us, such as:

- as part of our marketing processes and operations
- when you contact us for information, register for or use our services , or update your details
- when you register or attend events or functions
- when you participate in surveys
- through your discussions and interactions with us
- when you get involved in our work e.g. as an advocate, partner
- when you apply for a scholarship or award, and
- if you complete a donation form and/or donate or gift to us.

Information we automatically collect, such as:

- through your use of our website or application site, emails, and other services we provide to you.
- what we collect varies with your connection with us

APPLICANT

If you are an applicant, the information we collect includes your:

- biographical details (including name, gender, and date of birth if required for the scholarship criteria)
- contact details (including address, telephone, email)
- citizenship or residency information
- GWNZ membership status
- referee statements
- information relevant to the scholarship you are applying for i.e. proposed study/research, academic profile, career and achievements, financial circumstances, future aspirations, and proposed impact
- interactions and communications with us and our systems
- other information that you decide to share with us.

AWARDEE

If you are offered a scholarship or award, we collect additional information, such as:

- a recent photograph (for promotional initiatives)
- bank account number – for added security we keep your bank account details and contact details separate. Once your bank details are loaded to our bank, we delete the record. Following your final scholarship payment, we delete your details from our bank payee records
- progress reports provided by you
- other information that you have decided to share with us

TRUSTEES AND OFFICES

If you are a trustee or officer, the information we collect includes your:

- title and name
- contact details (including address, telephone, email)
- tertiary qualifications and date awarded
- occupation and interests
- branch, membership status, GW positions held
- professional affiliations including any conflicts of interest
- bank account
- information provided through reference checking processes
- interactions and communications with us and our systems
- achievements of note
- other information that you have decided to share with us.

MEMBERS AND OTHER ASSOCIATIONS WITH US

If you have had an association with us the information, we collect could include your:

- title and name
- contact details (including address, telephone, email)
- tertiary qualifications and date awarded
- occupation and interests
- if a member - branch, membership status, GW positions held
- interactions and communications with us and our systems

- events you have been invited to and whether you have responded or attended
- donations of time, expertise, or money
- other information that you have decided to share with us.

DONOR

If you are a donor, or a person we have identified as a potential donor, the information we collect includes your:

- title and name
- contact details (including address, telephone, email)
- credit card details (where you have provided these to us)
- interactions and communications with us and our systems
- your donations of time, expertise, or money (including to organisations other than us), and

In addition, we could also collect profile information about you

- your links with GWNZ
- events you have been invited to, whether you have responded or attended, and any dietary or mobility requirements you may have provided
- your business details including positions, organisation, professional memberships, and qualifications
- your career highlights and other lifetime achievements
- your outside interests and membership of groups
- your philanthropic interests
- media such as articles about or photos of you
- other information that you have decided to share with us.

Collection of this information is necessary for our Purposes and Legitimate Interests (which we outlined for you above). Where our collection of personal information about you from a third party falls outside the scope of information, we are entitled to collect without consent under the Privacy Act 1993, and other New Zealand laws and regulations, your consent will be obtained prior to the collection if this information.

Who has access to your information?

GWNZ and branch leaders will have access to your personal information only where they have a genuine need to do so.

There are circumstances where we share some specific categories of personal information with external people and organisations. However, we only do this where it is strictly necessary for our Purposes and Legitimate Interests. We do not pass on all information we collect – only the absolute minimum required in the context.

We also take all reasonable steps to ensure that any information we share is used by the external person or organisation only for the purpose for which we shared it and, if possible, we anonymise information so that you are not identifiable.

We will not sell your information to anyone.

How long we keep personal information?

We retain your personal information for as long as is necessary for our Purposes and Legitimate Interests (which we outlined for you above)

Additional information

AWARDEE ACTIVITIES

If you are successful in receiving a scholarship:

We will record your participation in our awards programme – recording your name, the year you applied and name of the award you applied for. Your contact details will be retained for the duration of the scholarship; but your application will be deleted within 6 months of the successful applications being announced.

We will publish your name, scholarship awarded, profile summary and progress reports on in our scholarships programme and on our website.

We will retain any of your details as suggested by our reviewers or auditors

Share your contact details with GWNZ as you are granted honorary membership for the term of your scholarship

Share your contact details with your local GW branch or independent members network (if there is no branch in your area) and the Awardee Network to provide you the opportunity of staying connected with GWNZ

If you are unsuccessful:

We will record your participation in our awards programme – recording your name, the year you applied and name of the award you applied for. Your contact details and application will be deleted within 6 months of the successful applications being announced.

If you would not like us to carry out the above activities in regards to you, please email membership@gwnz.org.nz.

COMMUNICATIONS AND MARKETING

We may carry out profiling, analytics, or tracking activities (including by automated means) to:

- improve the quality of our services and activities
- personalise our communications with you.

We will use your information to communicate with you. Generally, these communications would be by email or telephone.

You can unsubscribe from an electronic mailing list by clicking on the “unsubscribe” link in an email itself or by emailing secretary@gwnz.org.nz.

If you would not like us to carry out the above activities in relation to you, please advise us by emailing secretary@gwnz.org.nz.

DONOR ACTIVITIES

We may carry out research to assess your likely ability and willingness to make donations or gifts to GWNZ so that we can better tailor our fundraising approaches or requests. This research, which is sometimes known as prospect research may include collecting and storing information about you that is publicly available as well as information that you have provided to us. We may carry out this research ourselves or we may use a third party. If we use a third party, we will ensure that your information is held confidentially, with appropriate security safeguards and only used in accordance with our strict instructions.

If you would not like us to carry out the above activities in relation to you, please email president@gwnz.org.nz

SENSITIVE INFORMATION

Under the GDPR, information relating to your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetics, biometrics, health, sex life, sexual orientation, and criminal convictions is considered sensitive information.

We do not collect any other form of sensitive information. However, if you or others have provided it to us, we may hold it in our systems.

How we keep your information secure

We take all reasonable steps to ensure the personal information we collect is protected against loss, unauthorised access and disclosure or any misuse. In some instances, your personal information may be transferred, and held, by service providers in New Zealand and overseas (for example, where it is stored using a cloud-based service). Where this occurs, we take all reasonable steps to ensure our service providers have adequate security and privacy safeguards in place to protect the information they hold on our behalf.

Your rights in relation to your information

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like us to do this, please email membership@gwnz.org.nz.

We'll respond to your request as soon as is reasonably practicable and no later than 20 working days after we receive it.

You also have the right to make a complaint to the Office of the Privacy Commissioner if you think we have breached, or may have breached, your privacy. You can contact the Office of the Privacy Commissioner at www.privacy.org.nz.

In addition, the GDPR gives you the right, under certain circumstances, to:

- withdraw consent, where consent is the legal basis for our processing of your information
- request that your personal data be erased i.e. for your information to be removed from systems that we use to process your personal information.
- request copies of your personal information in a structured, commonly used and machine-readable format and/or request us to transmit this information to another person (where this is technically feasible)
- restrict our processing in certain ways
- object to certain processing activities by us, and

Website Privacy Statement

GWNZ uses several tools and mechanisms to record the following non-identifying information in relation to website users:

- The internet address of the browser being used;
- The user's internet server address;
- The user's domain name;
- The IP address of the user;
- The date, time and duration of the user's visit to our web site;
- The pages accessed and the documents the user downloaded;
- The previous site the user visited; and
- The type of web browser software used.

GWNZ uses this information to aggregate website statistics and measure traffic patterns to, from, and within this site; help it better understand its website audience; improve services.

Users' can choose to opt out of Google Analytics for at any time by changing their ad settings. They can also use the Google Analytics opt-out browser add-on, so their visits are not tracked into Google Analytics.