**PROJECT DETAILS**

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| **Job Title:** Tāwhaki website fine print | **Date:** 28 September 2022 |
| **Job Number:** 6086 |
| **Client & Contact:** Linda Falwasser |  |

**PRIVACY POLICY**

This notice explains how and when tawhaki.co.nz collects personal information, what we do with it and your right to see or change it.

**Purpose**

The purpose of this privacy notice is to let users of tawhaki.co.nz (the ‘site’) know when we collect personal information and what we do with it.

We do not use, share or transfer personal information in connection with the site except as set out in this notice, or as otherwise set out somewhere on the site (including in terms linking to the site).

**Use of personal information**

We will only use personal information provided to us for the purpose of:

* responding to your feedback and information provided in forms
* running an event you have registered for.

**No need to disclose personal information**

You can use the site without sharing any personal information.

**Sharing your personal information**

You may choose to share personal information with us when you:

* give feedback
* complete feedback forms
* register for an event.

Do not send us sensitive personal information or include it in feedback forms.

**Feedback you provide**

If you provide feedback by email, that feedback is sent to appropriate Tāwhaki kaimahi.

**Decide not to attend**

If you decide to unregister and not attend an event, you can contact us by emailing info@tawhaki.co.nz.

**Storage and deletion of information**

If you provide personal information, it is held securely by Tāwhaki and will not be retained once it is no longer needed.

**Statistical information**

We use Google Universal Analytics to collect statistical information about your visit to help us improve the site. This information is aggregated and does not identify you personally. It includes:

* your IP address
* the search terms you used
* the pages you visited on our site and the links you clicked on
* the date and time you visited the site
* the referring site (if any) from which you clicked through to this site
* your operating system, for example Windows, MacOS
* the type of web browser you use, such as Chrome, Safari, Internet Explorer or Mozilla Firefox
* other things like your screen resolution and the language setting of your browser.

The statistical information referred to above can be viewed by site administrators and certain other DIA staff. It may also be shared with other government agencies. [How Google uses data when you use their partners’ sites or apps](https://www.google.com/policies/privacy/partners/).

**Cookies**

This site generates persistent session cookies (that is, they have an expiry date and are removed on that date) for the purpose of monitoring site usage. The cookies do not collect personal information. You can disable them or clear them out of your web browser without affecting your ability to use the site.

**Access and correct your personal information**

Under the Privacy Act 2020, you have the right to access and ask us to correct any personal information you have provided to us if you think it is wrong. If you’d like to ask for a copy of your information, or to have it corrected, please contact us at info@tawhaki.co.nz.

**TERMS OF USE**

By viewing and using this site, you agree to these terms of use.

**Agreement to terms**

Welcome to tawhaki.co.nz (the ‘site’), a website hosted and operated by Tāwhaki.

These terms apply to the entire contents of the site, to any web feeds produced by the site and to any feedback or submissions provided through the site. By viewing and using the site, you will be deemed to agree to these terms of use.

**Disclaimer**

Tāwhaki disclaims and excludes all liability for any claim, loss, demand or damages of any kind whatsoever (including for negligence) arising out of or in connection with the use of either this website or the information, content or materials included on this site or on any website we link to.

**Social share buttons**

We use ‘buttons’ that link to specific social media platforms. These ‘buttons’ enable visitors to share pages from our website to their social media pages.

We do not own these social media channels and encourage you to read their privacy policy and conditions of use. Please protect your personal information and others by not publishing any personal information such as names and addresses.

Adding link sharing of our pages to social media platforms does not imply we endorse these sites or that there is any obligation for you to share to platforms you belong to or have not already joined.

**Revisions to these terms of use**

Tāwhaki may revise these terms of use at any time. Any such revisions take effect when this page is published.

Contact us for more information info@tawhaki.co.nz.