

## PRIVACY POLICY

This privacy policy sets out the way that Cornwall Park Trust Board (Inc) of 203 Greenlane Road West, Greenlane, Auckland, 9999, New Zealand, and, where relevant, any of our related entities, including the Sir John Logan Campbell Residuary Estate and The Sir John Logan Campbell Medical Trust (the **Trusts, we, us, or our**) complies with the requirements of privacy laws, codes and regulations in New Zealand (**Privacy Laws**), and governs how we collect, use and protect any personal information you provide to us, whether online, via phone, text, email, in letters or in other correspondence.

This privacy policy explains:

- what information we may collect about you;
- how we will use and store information we collect about you;
- when we may use your details to contact you;
- whether we will disclose your details to anyone else;
- your choices regarding the personal information you provide to us; and
- the use of cookies on the website and how you can exercise your choices in relation to those cookies.

Please note that New Zealand's Privacy Laws may differ from your home country's privacy laws.

### The information we collect

We may collect the following types of personal information about you for the purposes set out in this policy:

- your contact details (such as name, email address, address, phone number);
- age and gender;
- record of communications we have with you;
- your billing information;
- your image and likeness, including through CCTV (we will post signage where CCTV is used), or through videographers or photographers at Cornwall Park; and
- any other information that you authorise us to collect or provide to us.

If you do not provide us with certain personal information, we may not be able to provide you with some or all of our services.

### How we collect information from you

We may collect personal information about you when:

- you visit to Cornwall Park or any of its facilities;
- you make a restaurant booking or otherwise book a facility within Cornwall Park;
- you fill out forms on our website, including event forms;
- you contact us directly;
- we provide you with goods or services;
- performing our fiduciary and charitable obligations
- you join any of our mail lists;

- you participate in any competitions, promotions or events;
- you apply for a job with us or a grant from us; and
- you otherwise interact with us.

In certain circumstances, we will also collect your personal information from third parties, including:

- booking agents who liaise with us to make bookings for goods, services and facilities on your behalf;
- property managers who liaise with you on our behalf;
- third parties that run competitions and other promotions for which we may be a sponsor or participant;
- credit reporting agencies; and
- third parties that provide services from within Cornwall Park.

If you provide us with personal information about another person, you should obtain their consent to do so, having informed them of this privacy policy.

We automatically collect certain non-personally identifiable information when you visit our website (such as the type of browser you are using, the type of operating system you are using, and the domain name of your internet service provider).

### **How we use this information**

We will use your personal information for a number of purposes including the following:

- in relation to any correspondence you have entered into with us;
- for regulatory and security reasons (please see our CCTV Policy for information on our use of CCTV and how we collect, use, and disclose personal information from our use of CCTV);
- to provide and manage charitable assistance and grants;
- for marketing and/or heritage campaigns posted via social media or otherwise (where we take and use photos of you, we will have signage to let you know and you can always request we remove you);
- to provide any goods or services to you;
- to complete and perform transactions with us, including the leasing of our properties;
- for internal administration purposes;
- for marketing purposes where you have specifically consented to receive marketing communications from us (see below);
- to provide you with information about our activities or online content you have agreed to receive;
- to personalise the way our content is presented to you;
- to undertake credit checks of you when we have obtained your consent to do so; and
- to use IP addresses to identify the location of users, to block disruptive use, to establish the number of visits from different countries.

We use non-personally identifiable information to analyse usage of our website (such as aggregated information on the pages visited by our users), which allows us to improve the design and content of our site. Any data gathered will be shared, if appropriate, with any third parties who provide services to us or on our behalf.

### **Will I be contacted for marketing purposes?**

We will only provide you with our newsletters and or other marketing material where you have provided us with your consent to do so. You can opt out of receiving the newsletters of other electronic marketing messages at any time by contacting us, or by using the unsubscribe facility contained in the relevant messages.

### **Sharing and disclosure of personal information**

We may share your personal information with any of the following:

- our professional advisors and trustees;
- third parties who we work with to award grants;
- legal tribunals and courts;
- credit reporting agencies for the purposes of credit checking you; and
- any other third party service providers (including web services and cloud storage/hosting providers) where that disclosure is reasonably required to fulfil any purpose for which your personal information was collected.

We may also disclose personal information where:

- we are required to do so by law;
- you have expressly consented to the disclosure or the consent may be reasonably inferred from the circumstances; or
- we are otherwise permitted to do so under Privacy Laws.

For the purposes set out above we may transfer personal information to parties located in other countries (some of which may not have an equivalent level of data protection laws as those in New Zealand). Before transferring any personal information to an overseas recipient, we take steps that are reasonable in the circumstances to ensure the overseas recipient complies with the principles contained in Privacy Laws or is bound by substantially similar privacy laws, unless you consent to the disclosure or it is otherwise required or permitted by law.

### **Security of information**

We hold personal information in accordance with Privacy Laws.

We are committed to keeping personal information secure. We will use reasonable precautions to protect personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

We cannot guarantee the privacy of personal information that you transmit over the internet or that may be collectable in transit by others (including contractors who provide services to us).

### **How you can access or correct your personal information**

You have a right to request access to, and correction of, personal information we hold about you. To make a request, you can contact us at the details in the 'Contact Us' section below. Your request will be dealt with in accordance with Privacy Laws.

The accuracy of the information we hold about you is important. Please advise us if your personal information changes to help in ensuring that the information we hold is up to date, complete and relevant.

## **Collection of information by others**

Our website contains links to other sites. You should consult the other sites' privacy notices to find out how they process your personal information. Their information practices may be different than ours and we have no control over information that is submitted to, or collected by, these third parties. We cannot accept any responsibility or liability for the privacy practices of third party websites and your use of those websites is at your own risk.

## **Cookies**

Cookies are small text files on your device. They are made by your web-browser when you visit a website. Every time you go back to that website, your browser will send the cookie file back to our website's server.

We may use cookies on our website to help us remember the information you enter, by passing a unique identification between your device and the website that identifies you. This means that as you use the website we can relay any information you have entered earlier back to you at a later time.

Other cookies and authentication tokens may be used to help us tailor services or to deliver information to you that may be more relevant or interesting to you. We may use automated devices and applications to evaluate usage of our website. We use these tools to help us improve our website's performance and user experiences.

Where cookies hold any personal information, those cookies will be handled in accordance with this privacy policy.

If you choose to disable or block cookies, parts of our website may not function as intended, or at all. Cookies can be disabled or blocked through your browser settings.

## **Changes to our Privacy Policy**

We reserve the right to revise our privacy policy, or any part of it, from time to time. Please review the policy periodically for changes.

## **Contact us**

If you have any questions or concerns about this privacy policy please contact us at [admin@cornwallpark.co.nz](mailto:admin@cornwallpark.co.nz). If you decide that we should no longer hold any of your personal data, or wish to change the use to which any such data can be put, please contact us.