

# PRIVACY POLICY

We collect personal information from you including information about your:

- Name
- Contact information
- Location
- Interactions with us
- Billing or purchase information

We collect your personal information to:

- Carry out functions as an employer
- Carry out our work with children and young people
- Evaluate and deliver client-centred services for whanau, children, and young people

We keep your information safe by storing it on an encrypted site and only certain staff can access.

When collecting personal information about clients and related family members, we will take reasonable steps to inform the individual:

- What information is being collected and why?
- Who will have access to the information and why?
- What the result will be if the individual fails to supply the information requested

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'd like to ask for a copy of your information, or to have it corrected, please contact us at [care@poumanaaki.co.nz](mailto:care@poumanaaki.co.nz)

## COLLECTED INFORMATION

**We will not collect information by any means unlawful, unfair, or intrusive on the privacy of individuals.**

## OUR STAFF

**Potential employees, contractors and volunteers wherever possible, be sought directly from the individual, unless the individual agrees otherwise.**

## OUR CLIENTS

**In the first instance all client personal information is received by the referring agency's information sharing policy. Additional personal information will be sought directly from the individual and in the case of tamariki through their parent or guardian.**