

Creative Capital Arts Trust (the Trust or CCAT) Privacy Policy

This is the Trust's current privacy policy for all personal information we may collect, hold, use and disclose. By providing us with personal information, you consent to the collection, holding, use and disclosure of your personal information in accordance with this privacy policy or as otherwise agreed with you.

Confidentiality

CCAT is committed to protecting your privacy. We will ensure that any personal information provided to us will be treated in accordance with the Privacy Act 1993 and not be used or disclosed other than as described in this privacy policy. This is based on the following guidelines:

- Information about donations is handled with respect and confidentiality to the extent required by law.
- Some donors prefer anonymity. We will respect the wishes of contributors who prefer their gift to remain confidential.
- The personal information you provide when making an online donation or registering for an event will be protected by the Trust, and we will only disclose your contact information to third parties where the third party is another reputable charity.

What information we collect

CCAT collects and uses personal information from donors and supporters including: addresses, telephone numbers, e-mail addresses, dates of birth and donation dates/amounts.

Specific requests made by donors/volunteers are recorded, for example, requests to remain anonymous or to be excluded from certain mailings. We also specify the relationship with our Trust, such as volunteer, private individual, company etc.

CCAT also collects information through this website through cookies. Cookies are small pieces of information that are stored on a user's computer. We use cookies to personalise your experience on the website, make it easier for you to navigate our site, and improve your experience by storing your search, posting and application history, and, if we develop log-in functionality, your login details. Cookies can be disabled via your web browser; however doing so may limit your access to some of the website's content and features. We may use cookies to track non-personally identifiable information such as usage and volume statistics, for research, marketing purposes and to further develop our Website.

How we collect the information

- When donations, whether solicited or not, are made to the Trust the details provided by the donors are recorded in our database (unless the donor has specifically requested to not be added to our database).
- Personal details of volunteers who contact CCAT to offer their services are also inputted into our database.

- Households and businesses in the areas where roadshows/seminars are scheduled to take place receive invitation letters/posters from us. Attendees at the event are given the opportunity to complete evaluation forms, on which they can specify whether they would like their details added to our database and in what capacity.

- We do not obtain information about individuals/organisations from other organisations unless those concerned have authorised such collection.

Storage and security of information held

- CCAT holds personal information at the Trust's office: Level 2, 65 Abel Smith Street, Te Aro, Wellington.

- If in hard copy form, incoming donations and related paperwork are stored in a secure place until processed.

- After processing donations and banking any cash/cheques, the related records are kept for seven years in a secure way.

- Paperwork not retained beyond seven years, is securely destroyed.

- The Trust's database is password protected and we have a strict hierarchy of access rights in place.

- The Trust collects or obtains personal information for the following purposes:

- To distribute receipts for donations;

- To send donor acknowledgement letters and thank donors for their donations;

- To inform supporters about upcoming fundraising and other activities of CCAT;

- For internal analysis and record keeping;

- For direct mailings;

- For the ordinary operation of its charitable mission including: to identify an individual; to provide customers with products and services they require including the administration and management of those products and services; for researching and developing CCAT's programmes and services including an understanding of a donor/partner's communications needs for the purposes of enhancing or improving the Trust's programmes and services; informing donors/partners of changes to CCAT's programmes and services; and to conduct appropriate checks regarding the provision of our programmes and services;

- To provide contact information to other reputable charities so that they can use the contact information to send direct mailings; and

- For any other purpose indicated at the time of supply of the information to the Trust.

Accordingly, the Trust will only (and you authorise the Trust to) use and disclose your personal information for these purposes or as otherwise authorised by you or required by law. Where a person does not provide all personal information which may be requested by the Trust for the purposes outlined above, it may not be possible to process the donation or other matter (as applicable) or carry out the other activities outlined above in relation to that person.

Access and correction of information

Under the Privacy Act 1993 donors have the right to access and request a correction to their personal information. To ensure that recorded personal information is accurate and up-to-date,

donors should notify the Trust of any changes to personal details as soon as possible through the following contact methods:

Phone: +64 (0)4 831 0581

E-mail: admin@ccat.org.nz

Mail: PO Box 6546

Marion Square

Wellington 6141

New Zealand

Financial information

All access to donor financial information is strictly limited to professional staff responsible for processing and reporting on this data. For online payments, CCAT only uses processing services with adequate security and track record. The Trust does not have access to donor credit card or account details sent to those processing services, and the information is not stored electronically by the Trust.

Donor Bill of Rights

Creative Capital Arts Trust subscribes to the Donor Bill of Rights.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the charitable organisations and causes they are asked to support, we declare that all donors have these rights:

- To be informed of the Trust's mission, the way the Trust intends to use donated resources, and its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Trust's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the Trust's most recent annual financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organisations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organisation or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organisation may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Donor Bill of Rights is endorsed by the Fundraising Institute of New Zealand (FINZ) and developed by: American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), Association of Fundraising Professionals (AFP).