

WEST and the Quaker Settlement's Privacy Policy

Whanganui Educational Settlement Trust, referred to as "WEST" is the registered Trust responsible for the Quaker Settlement at 76 Virginia Road, Whanganui.

The Quaker Settlement is an intentional community whose members seek to live in accord with Quaker values and processes. The Quaker belief in "that of God in each and every person" and the practice of this testimony underpins this Privacy Policy. The WEST Trust Board and the Quaker Settlement seek not just to comply with the requirements of the Privacy Act 2020, including its Privacy Information Principles, but also to demonstrate a culture of best practice within a spirit of accountability and respect.

This Privacy Policy sets out the way in which we collect, use and disclose your personal information. This Privacy Policy also helps you understand why we collect and use your personal information, and what to do if you have questions, concerns or complaints. We take all reasonable and practicable steps to keep any personal information we hold about you, secure.

This Privacy Policy is displayed on our website: <https://www.quakerSettlement.co.nz/>. By visiting our website you acknowledge that your personal information may be collected, used and disclosed as set out in this Privacy Policy.

To keep up to date with changes to privacy law or the way we operate, we may need to make changes to this policy. The date of the most recent change will be shown at the bottom of the page. Updates to this Privacy Policy are effective from the date they are posted on this Website.

For what purposes do we hold information about you?

We collect information you provide for the purpose of managing our activities at the Settlement. These activities include educational sessions, facility letting, providing accommodation, hosting WWOOFers, supporting volunteers, providing rental accommodation and dealing with applications to join the Settlement community.

What personal information do we collect?

It is your choice how much information you provide. We may need certain contact details from you in order to respond to enquiries or assist you.

Here are examples of the information we ask for:

Seminars are arranged and run at the Settlement. If you register to attend a seminar you provide your name and contact details and information to enable us to meet your food, accommodation and other related needs.

If you or your group, use our accommodation or facilities, you provide us with personal details so we can handle your booking and meet your needs. Booking information is received in different formats. If you email us, this will only be kept in email accounts until you have completed your stay and any issues have been addressed. Registration lists in paper form containing payment information will be kept for not longer than 7 years and then destroyed. If your seminar registration is done online by way of Google docs this information is managed under Google's Privacy Policy.

Photos taken at the Settlement will only be added to our website with the permission of everyone in the photo. You will only be named if you agree to be identified.

Facility Letting will generally require only a contact name and payment details and will be kept for not longer than 7 years and then destroyed.

Applications to join the Settlement community are dealt with through our Management Meeting and the personal information you provide to enable us to discern your request is shared with all Residents. Through our Management Meeting Minutes, your information could be shared, via WEST Board members, with the wider Quaker community.

For short-term accommodation, we require contact and payment details. We encourage people staying to join in community activities. Providing information about your plans and interests for while you are staying will help the Settlement Community decide whether to offer you accommodation. The information you provide will be shared with Residents and through our Management Meeting Minutes will be shared with the wider Quaker community.

We welcome WWOOFers to stay and join in our activities. Volunteers are also welcome. Information you provide will be shared with Residents and through our Management Meeting Minutes will be shared with the wider Quaker community.

How do we collect personal information?

We will ask for information directly from you. If you have made a previous application, for example, for rental accommodation or to join our community, we will only refer to this if you confirm that this information is up-to-date and you wish us to use this.

How do we secure and store your information?

Personal information is not centralised or maintained on a Settlement data base. Our personal information collection is, for the most part, paper-based and is stored in a locked office to which only Residents have access. Seminar lists of attendees, accommodation and expired tenancy files are destroyed after 7 years.

Access to and Correction of Your Personal Information

You can access, update or correct personal information we hold about you. Contact WEST's Privacy Officer via our email address: settlement@quaker.co.nz, marking it Attention – Marion Sanson, or post to WEST Privacy Officer, Quaker Settlement, 76 Virginia Road, Whanganui 4500.

If you are not satisfied with the WEST Privacy Officer's response you may contact the Quaker Yearly Meeting's Privacy Officer, Graham French, at g.ffrench@xtra.co.nz

You also have the option to make a complaint to the Privacy Commissioner at <https://www.privacy.org.nz/your-rights/making-a-complaint/>

Policy updated 1 February 2023