

# HOMEBUILDERS WEST COAST TRUST

## Privacy policy

Homebuilders West Coast Trust recognises the importance of protecting an individual's privacy and therefore is fully committed to following the regulations set out by the Privacy Act legislation. We will take all necessary steps to ensure an individual's information is protected from misuse or disclosure.

What type of information is collected?

Forms submitted from this site require particular personal information in order for us to receive referrals.

The following information is collected:

- Contact information - name, address, phone contact, children's names and birth dates
- Reason for the referral

What is the personal information used for?

1. To process referrals made from this site
2. To help provide other services you may have requested
3. To process caregiver, mentor or volunteer applications
4. To accept donations and send out letters of acknowledgment and thanks
5. To inform of fundraising events and organisation activities
6. To collect data to enable us to provide our services
7. To communicate to our supporters through direct mails and newsletters

From time to time Homebuilders West Coast Trust will send you communications that we hope are appropriate to the nature of your relationship with us. For example if you have made a query about becoming a caregiver, we may contact you to have a conversation about caring for children.

If you are receiving communication from us that you no longer wish to receive, please contact us 03 788-8065 or by email [office@homebuilderswpt.co.nz](mailto:office@homebuilderswpt.co.nz) and we will cease the communication. You will always have the opportunity to opt-in or opt-out to communications at anytime.