

## Donor Privacy Policy – August 2024

The Marsden Foundation cares about your privacy and wants to be open with you about what personal information we hold for you and what we do with this.

We collect personal information about you in three ways:

- Information that you provide to us (this includes information provided as a student, parent/care giver, volunteer, staff member, or supplier of goods and services to Samuel Marsden Collegiate School)
- Information we collect automatically, including from your use of our website and interactions with our electronic communications
- Information we collect from public sources.

The information we collect can include your:

- Name and family connections
- contact information
- location
- computer or network IP addresses
- interactions with us
- billing or purchase / sales information
- date of birth and school attendance details
- biographic and professional details from public sources.

We collect your personal information in order to:

- maintain an engaged community of students, staff, alumnae, donors and other persons with a connection to us
- enable us to provide you with a receipt and acknowledgement for any donations, monetary or otherwise.

Besides our staff, we share this information with:

- alumnae groups, clubs and societies in order to provide you with opportunities to attend and support events and other activities provided by these groups
- agents and service providers that we have appointed in order to enable us to operate effectively.

We keep your information safe by taking reasonable care to select reputable IT providers to electronically store and manage personal information and by limiting access to only those Marsden staff who need it.

We retain your personal information for as long as you consent to being contacted by the Marsden Foundation. There is an option to unsubscribe included on all electronic communications. You can request to opt out of other communications by contacting [community@marsden.school.nz](mailto:community@marsden.school.nz)

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 the information we hold, or to have it corrected, please contact us at [community@marsden.school.nz](mailto:community@marsden.school.nz), or +64 4 476 8707, or Private Bag 17000 Karori, Wellington 6147.