



# SOP Privacy Policy

The School of Philosophy Auckland Incorporated is committed to protecting your privacy. This Privacy Policy governs our collection, use, and disclosure of your personal data and has been prepared in accordance with our obligations and your rights set out in the New Zealand Privacy Act 2020.

This policy covers data protection, electronic marketing, and the retention of information within the administration of the School of Philosophy (Auckland) Inc.

It is directly applicable to the activities of the School in Auckland, the School's Executive and members. It also applies to events organised and promoted by the School and its communications.

This Privacy Policy forms part of the Terms and Conditions governing your use of our website and subsequent data held by the School and applies to the same words or expressions defined in the Terms and Conditions. By accepting the Terms and Conditions you also accept this Privacy Policy.

You acknowledge that the Privacy Legislation in other jurisdictions does not apply. We reserve the right to modify or amend this Privacy Policy at any time and for any reason. By using our website, you consent to our use of your personal data in accordance with this Privacy Policy (as amended from time to time).

## **This Privacy Policy explains**

- What kind of personal data we collect
- Where we collect personal data from
- Cookies
- How we use personal data
- How we store personal data
- Third party websites
- How you can access and/or amend your personal data
- How long we hold personal data
- Who you can contact for more information

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## **What kind of personal data we collect**

- We collect personal data you give to us.
- We hold data relating to your attendance and payments.

## **Where we collect personal data from**

- By you enquiring about information on us, our services or anything on our website.
- Directly from you when you complete a registration form or any other form to make use of the services.

## **Cookies**

- Cookies are widely used on websites to help with navigation and to help personalise your experience when you visit a website.

We may use cookies to provide you with access to services on our website, and to serve you better when you return to it.

- A cookie is a small data file that our website sends to your browser, which may then store it on your system for later retrieval by our website.
- Cookies track your movements through different websites; they do not record any other personal information about you.
- We may use non-personalised statistics about the use of our website to assist in our improvement of the services.
- These statistics do not comprise personal information.

### **How we use personal data**

Your personal information will never be given to any third party. We use your personal data for the following purposes:

- For the administration of courses, events, and activities including general notifications to you about them; and receiving payment of course fees and other charges.
- Replying to your queries.
- Processing your registration.
- Providing you with information about us and our services.
- Providing you with services via our website.
- Complying with relevant legislation and regulations.
- Any specific purpose which we notify you of at the time personal data is collected.
- We may also collect data about your health or medical conditions, where you have volunteered this. For example, information gathered from you to help us cater for you when you attend a course or event or act as a volunteer in the service of the School.
- Data is held electronically by the school's administration systems and administered by volunteers familiar with the rights and obligations surrounding your data.
- Mailing groups are used for communications with students, ex-students, Society Members and subscribers for events, activities, notifications and publications.
- Payments for services are processed by an online payment service provider who will encrypt your card or bank account details in a secure environment.
- We do not store your credit card details for any future use.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our volunteers, to administer courses, events, publications and activities organised by or in conjunction with us and give you access to the benefits to which you are enrolled or entitled.
- Our contractors, professional advisors, auditors or suppliers, including those providing IT services or data management services.
- We do not sell your personal data to other organisations to use and, except as set out above, do not otherwise share it with other organisations.

### **How we store personal data**

- Data is stored primarily on commercial applications, such as MYOB, Salesforce, Microsoft, bulk email applications, etc, and these vendors provide and maintain the security.
- We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. You are responsible for keeping your user details confidential.
- The personal data is kept safe and secure using generally accepted standards of security.
- Any personal data we hold is used to administer or improve courses or events or other activities and publications
- You may receive from us details of activities run by or in conjunction with other organisations by email. You are free to opt out of receiving such communications from us at any time.

### **Third party websites**

The website may contain links to other websites. We are not responsible for the privacy policies or practices of third-party websites.

### **How you can access/amend your personal data**

- You may access your personal data we hold by contacting us. On request, we will provide you with a copy of the personal data we hold about you.
- You may request the personal data we hold about you be corrected by contacting us. If we agree your personal data is to be corrected, we will provide you with an amended record of your personal data.

### **How long we hold personal data**

- We will keep your personal data only for as long as necessary to achieve the purpose we collected it for.
- We do maintain records of past students so we can communicate with them as appropriate. You can opt out of receiving further such emails.

### **Who to contact for more information**

Any queries about this Privacy Policy or your personal data, please contact us.

Phone: 0800 610 539

Email: [info@philosophy.nz](mailto:info@philosophy.nz)

### **The School of Philosophy Auckland Incorporated**

Registered Office

268 West Tamaki Road

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CC24307

**Dated 18 May 2025**