

Learning Differences Aotearoa Trust

Privacy and Confidentiality Policy

Purpose

Learning Differences Aotearoa Trust (LDA Trust) values the privacy of our members, clients and visitors. LDA Trust collects information to evaluate its programmes workshops and services so they can be updated and improved to better suit the users. It is our policy to collect and store only personal information that is knowingly provided to us. We do not share personal information. This Privacy and Confidentiality Policy explains our practices regarding the collection of information, how it is stored, and how it is used.

This policy applies to the LDA and its associated services, such as Dyslexia Support Southland and Growing Stars, and to any person providing services on our behalf. A copy of this policy is provided to any member or client on request.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, or family status, an identifying number, financial information, educational history, etc.

Procedures

What personal information do we collect?

We collect only the personal information that we need for the purposes of providing services to our clients, including personal information needed to:

- Deliver requested workshops and services
- Enrol a client in a programme

Consent

We ask for consent to collect, use or disclose client personal information. A client may withdraw consent to the use and disclosure of personal information at any time.

LDA Trust does not distribute personal information or email addresses to third parties. We use this information to contact individuals via email and mail with additional resources that might be of interest, including upcoming events and trainings, new publications, or other resources.

LDA Trust takes photographs during events and occasionally selects quality photos for distribution via this website, social media, or other means. We will not use these without the consent of the persons in the photographs. Emails containing personal information pertaining to clients must only be sent to the LDA Trust or DSS email where it is seen and answered by the Trust Manager.

All staff will respect the privacy of each person they come in contact with

How we may use information gathered from services provided:

- We will routinely gather statistics surrounding numbers of children and parents attending workshops and information evenings. This may be shared on our website, and will be shared with funders, and with other agencies.
- We will never use the full names of any person in any of these situations

What is personal employee information?

Personal employee information is personal information about an employee, contract worker or volunteer which is collected, used or disclosed solely for the purposes of establishing, managing or terminating an employment or contract relationship or a volunteer work relationship.

Personal employee information may, in some circumstances, include an IRD number, a performance review, etc. We can collect, use and disclose your personal employee information without your consent only for the purposes of establishing, managing or ending the employment or volunteer relationship. We will provide current employees and volunteers with prior notice about what information we collect, use or disclose and our purpose for doing so.

How do we safeguard personal information?

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information. We use appropriate security measures when destroying personal information, including shredding paper copies of information and permanently deleting electronic records.

Access to records containing personal information

Individuals have a right to access their own personal information in a record that is in the custody or under the control of Learning Differences Aotearoa Trust.