

Privacy Policy

The Trustee understands the importance of protecting your privacy and we comply with our obligations under the Privacy Act 2020 with regards to the handling of your personal information.

In this Policy *Trustee, we, us or our* means Baptist Retirement Trustee Limited, the Trustee of the Baptist Union Superannuation Scheme (*Scheme*).

This Privacy Policy covers how we collect, use and store the personal information collected from you as a member of the Scheme. Your membership of the Scheme is the only reason we collect personal information from you.

We can change this policy from time to time.

In most circumstances the Scheme's administration manager, Anglican Financial Care, is the organisation that collects, uses and stores your personal information on our behalf.

Collection of your personal information

Personal information is collected about you:

- When you apply to join the Scheme
- To administer your membership of the Scheme
- To keep your records up to date while you are a member of the Scheme
- To meet our legal obligations under certain laws.

The personal information collected via our administration manager may include all or some of the following:

- Your name, address (residential, postal and email) and telephone number(s)
- Date of birth
- Citizenship or permanent residency of New Zealand
- IRD number
- Identity information (e.g. passport details)
- Salary
- Bank account number
- Name of your employer.

We may also from time to time collect personal information from you to conduct market research and statistical analysis.

Your personal information may be collected directly from you or from others. Enquiries can also be made with others to verify the information you provide.

Other than as set out under *How do we use your personal information?* any information collected will not be used in ways that you have not consented to. Your personal information will not be shared, sold, rented or disclosed other than as described within this Privacy Policy, or as permitted by the Privacy Act 2020.

Your information is held for as long as we are legally obligated to hold this information. Where personal information is destroyed then this is undertaken in a secure and confidential way.

What happens if you do not provide the requested personal information?

If you choose not to provide the requested information, then we may not be able to accept your application for membership of the Scheme.

How do we use your personal information?

Your personal information is or may be shared with the following third parties:

- Anglican Financial Care, the Scheme's administration manager
- the administration manager's IT service provider(s)
- Verifi Identity Services Limited if it is necessary to verify your identity and residential address
- Where appropriate, professional advisors such as our solicitors and auditor
- Law enforcement agencies
- As otherwise individually agreed/approved by you.

How do we store personal information?

Our administration manager stores your personal information on our behalf. It is stored physically and electronically by them or with secure offsite storage facilities. We will do everything reasonably within our power to ensure that your information is securely protected from unauthorised use or disclosure.

Can you obtain a copy of your personal information?

Yes, 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 your information, or to have it corrected, please contact us at:

Email: admin@buss.org.nz

Telephone: 04 473 9369

Mail: Baptist Union Superannuation Scheme
C/- Anglican Financial Care
PO Box 12 287
Thorndon
Wellington 6144

What do we do if there has been a breach of your personal information?

If there has been a privacy breach of your personal information and it is reasonable to believe this breach has (or is likely to) cause serious harm to you, then you will be notified and this breach will also be reported to the Privacy Commissioner. You will be contacted as soon as practicable after we become aware of the breach and also advised what remedial steps have been or will be taken.

With regards to a privacy breach, serious harm may arise from unauthorised or accidental access or disclosure of personal information that may result in identity theft or fraud, financial loss or significant humiliation or loss of dignity.

How can you complain about a breach of privacy?

If you believe your privacy has been breached by us, or have any questions or concerns about our Privacy Policy please contact us using the contact information above and provide details of the incident so that we can investigate it.

We will refer your complaint to our administration manager's Privacy Officer who will investigate the alleged breach. They will endeavour to determine the nature of the breach, how it occurred and the steps (if any) to resolve your complaint.

You may be contacted during the process to seek any further clarification if necessary. You will also be contacted to inform you of the outcome of the investigation. We will endeavour to resolve all investigations within a reasonable time.

If you are not satisfied with our response, you can make a complaint to the Office of the Privacy Commissioner. You can phone them on 0800 803 909 (Monday to Friday, 10:00am to 3:00pm) or visit their website (www.privacy.org.nz) for more information on making a complaint.

9 December 2020