



ASHBURTON COLLEGE ALUMNI TRUST – PRIVACY STATEMENT AND POLICY

THIS PRIVACY POLICY RELATES TO:

- a) the Ashburton College Alumni website – www.ashcollalumni.co.nz
- b) the users who are the persons who visit the website of the Ashburton College Alumni Trust ('the Trust').
- c) the Privacy Act 1993: <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>

1. COLLECTION AND USE OF PERSONAL INFORMATION

The Trust records information about users when they visit the website of the Trust. The Trust may use this information for the purposes described below and for system administration functions including assessing compliance with Trust policies and practices.

The information is of two types:

a) Automatically captured data

This includes, but is not limited to:

- i. The internet address of the user's browser, and the type of browser used.
- ii. The address of the user's server.
- iii. The user's domain name.
- iv. The user's IP and/or MAC address.
- v. The date and time that the user visited the website.
- vi. The pages visited and any documents downloaded.
- vii. Cookies.

Note: Cookies are very small text files sent from the server of the Trust to the user's browser to be stored on the user's computer. They are sent back to the Trust's server when the user's browser requests a page from the server. They can remain on a user's internet-enabled device even after leaving the website or webpage. Some browsers allow users to disable this function, but doing so may mean that the user cannot access certain pages.

b) User supplied information

This may be supplied by users via online forms and/or surveys and/or email. This information may be used for Ashburton College Alumni administration and/or provision of services and/or research and in any other way within the scope of the purposes for which the information was collected. The Trust, or agents of the Trust, may also use this information to contact friends and/or Alumni for the purpose of Trust related activities and functions.

2. SECURITY OF PERSONAL INFORMATION

The Trust takes all reasonable steps to prevent unauthorised access and/or use of personal information that it holds.

3. DISCLOSURE OF PERSONAL INFORMATION

Personal information will not be disclosed to third parties without the consent of the user unless the use is within the scope of the purposes for which the information was collected. Trust agents may share information where required for their administrative and Alumni management functions.

4. ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

The user has the right to view all personal information held by the Trust about them. The user may request correction of information by contacting the Website Administrator (admin@ashcollalumni.co.nz.)

5. TRANSFER OUT OF NEW ZEALAND

The website is not hosted in New Zealand. For that reason, we transfer all data on the website (including all personal information) to our hosting service provider in the United States of America. You hereby consent to this transfer by using and, accessing the Trust's website.