

Aotearoa Boarding Schools Association – Privacy Policy

Last updated: September 2025

The Aotearoa Boarding Schools Association (ABSA, “we”, “us”, or “our”) respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose and safeguard your personal information in compliance with the Privacy Act 2020 (NZ) and the Information Privacy Principles (IPPs).

1. Collection of Personal Information

We may collect personal information directly from you when you:

- purchase products or services;
- register for events, training, or membership;
- complete surveys or feedback forms;
- correspond with us by phone, email, or post; or
- access our website and digital platforms.

The types of personal information we may collect include:

- contact details (name, address, email, phone);
- organisational details (school, role, membership type);
- financial and billing details (for payments);
- records of communications with us; and
- usage data from our websites and online platforms (via cookies and analytics).

We will only collect sensitive information (such as health or cultural background) where it is necessary for our functions and with your explicit consent, or as required by law.

2. Use of Personal Information

We use personal information for the following purposes:

Primary purposes

- providing requested products, services, training, or membership benefits;
- communicating with you about events, services, and membership matters;

- responding to enquiries and providing support;
- meeting legal and regulatory obligations.

Secondary purposes (where reasonably expected)

- improving our services, training programs, and resources;
- conducting research, reporting, and statistical analysis;
- direct marketing (consistent with IPP 10 and 11), unless you opt out.

3. Disclosure of Personal Information

We may disclose personal information:

- to service providers and contractors who support our operations (e.g. IT, mailing, finance);
- to third parties where you have provided consent (e.g. event partners, sponsors);
- where required or authorised by New Zealand law, including child safety and duty of care obligations.

Some personal information may be transferred overseas (e.g. data hosting or service support). Where this occurs, we take reasonable steps to ensure your information is handled consistently with the Privacy Act 2020.

4. Direct Marketing

We may use your personal information to inform you about ABSAotearoa events, training, products, or services we believe may interest you.

You may opt out of direct marketing communications at any time by selecting “unsubscribe” or contacting us directly.

We will not use sensitive information for direct marketing.

5. Data Security and Storage

AotearoaBSA takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure.

Security measures include:

- password protection, firewalls, and encryption;
- secure physical and electronic storage;
- limited access to personal information by authorised staff only.

When information is no longer required, it will be securely destroyed or de-identified in accordance with legal requirements.

6. Notifiable Privacy Breaches

If a privacy breach occurs that is likely to cause serious harm, ABSAotearoa will promptly assess the situation and, if necessary, notify affected individuals and the Office of the Privacy Commissioner (OPC) in accordance with the Notifiable Privacy Breaches regime.

7. Access and Correction of Personal Information

You have the right to access the personal information we hold about you and request correction if it is inaccurate, incomplete, or out of date. Requests can be made using the contact details below. Identification may be required before access is provided.

We will respond to requests within a reasonable timeframe (usually within 20 working days, as required by the Privacy Act 2020).

8. Cookies and Analytics

Our website uses cookies and analytics tools (such as Google Analytics) to improve user experience and monitor website performance.

Cookies may track usage patterns but do not identify individuals. You can disable cookies in your browser settings, although this may affect website functionality.

9. Complaints

If you have a concern or complaint about how we handle your personal information, please contact us using the details below.

We will acknowledge your complaint promptly and work to resolve it.

If you are not satisfied, you may refer your complaint to the Office of the Privacy Commissioner at www.privacy.org.nz.

10. Contacting ABSA

For questions, access requests, corrections, or complaints, please contact:

Aotearoa Boarding Schools Association



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