



PRIVACY POLICY

SEXUAL HARM PREVENTION & RESPONSE ADVISOR (SHAPRA)

Version 1, April 2023

SoundCheck Aotearoa is an action group with a mission to foster a safe and inclusive culture for the music community. We believe that action is needed to address inequitable representation, challenge systemic discrimination and advance impactful change across the music industry. In recognition of Māori as tangata whenua of Aotearoa we have a living commitment to Te Tiriti O Waitangi in the way we work.

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For the purposes of this policy, the following people hold the following roles:

Role	Name
SoundCheck Aotearoa Privacy Officer	Please email: Attn: Privacy Officer Subject line: Privacy info@soundcheckaotearoa.co.nz Mailing address: Attn: Privacy Officer SoundCheck Aotearoa

	Level 1, 2A Hakanoa Street, Grey Lynn, Auckland 1025
Sexual Harm Prevention and Response Advisor (SHAPRA)	Mel Calvesbert shapra@soundcheckaotearoa.co.nz

Document control

Date	Summary of changes	Version number
20 April 2023	Policy created	V1

1. About this Privacy Policy

1.1 This privacy policy applies when you provide personal information to the Sexual Harm Prevention and Response Advisor (known as SHAPRA) when using the SHAPRA service made available by SoundCheck Aotearoa (referred to in this statement as '**SoundCheck Aotearoa**', '**we**', '**us**').

1.2 This privacy policy applies to SoundCheck Aotearoa as the employer of the SHAPRA. Soundcheck Aotearoa is ultimately responsible for the oversight of the SHAPRA and the SHAPRA's information handling practices. However, except as contemplated by this privacy policy, personal information the SHAPRA collects will not be shared with other employees of SoundCheck Aotearoa, or with any member of the Board of Trustees.

2. What information is collected

2.1 You can provide the SHAPRA with as much or as little information as you feel comfortable with. When you contact the SHAPRA, the SHAPRA will collect and may note down and retain the information that you provide, which may include:

- Your name and contact details (although you don't need to provide these)
- Details about the behaviour you have experienced and/or the support you are seeking
- Details about the person who is alleged to have caused harm or undertaken behaviour that is of concern to you (although the SHAPRA will not record the name or other identifying information of that person)
- Demographic details about you, such as your gender and/or the ethnicity with which you identify.

2.2 You aren't under any legal obligation to provide any of the above information or anything that the SHAPRA requests.

3. The purposes for which information is collected from you

3.1 The primary purpose for which the SHAPRA collects information from you is to provide the SHAPRA service to you in a way that meets your needs. For more information about the SHAPRA service, see our website.

3.2 The SHAPRA will also provide anonymised and aggregated information to SoundCheck Aotearoa. That information will be used in our wider work creating safer workplaces in the music community. For example;

- identifying prevention opportunities
- improving and enhancing the SHAPRA service
- providing reports on the use of the SHAPRA service to our Board of Trustees, funders and industry partners including the SHAPRA principal funder, the Ministry for Culture and Heritage.

3.3 All of the information that we include in our reporting will only be published in a form that would not reasonably be expected to identify you or any other person.

4. Who will hold your information

4.1 When the SHAPRA collects information from you, that information will be held in the SHAPRA's secure file management system.

4.2 The SHAPRA's file management system is only accessible to the SHAPRA, except that it may occasionally be necessary for:

(a) the SoundCheck Aotearoa Sexual Harm Prevention Specialist to have access to the information for example when the SHAPRA is on leave and/or

(b) a technology provider to have access to the system in order to undertake maintenance, security or other technology related tasks.

4.3 In both cases the SoundCheck Aotearoa Sexual Harm Prevention Specialist and technology provider are acutely aware of the importance of maintaining your privacy, as well as their, and our, legal obligations regarding your personal information.

5. Who your personal information will be shared with

5.1 We and the SHAPRA treat your confidentiality seriously. Generally speaking, the SHAPRA will not share any of your personal information with anyone unless you have provided your prior consent.

5.2 The SHAPRA, in consultation with us, will only disclose your personal information without your prior consent in exceptional circumstances (and even then, we will usually try to first obtain your prior consent before doing so). These exceptional circumstances include:

- if the SHAPRA believes on reasonable grounds that the disclosure of your information is necessary to prevent or lessen a serious threat to your life or health, or the life or health of another individual
- if required to do so by law, including (for example):
 - where we are required to do so by a court order
 - where we are required to do so in response to a request from Oranga Tamariki (in respect of information we hold that may relate to or affect the safety or well-being of a child or young person)
- where we are permitted to do so by law, including (for example) to Oranga Tamariki or to a Police constable if the SHAPRA believes that a child or young person has been abused.

5.3 With your prior consent to do so, the SHAPRA can refer you to specialist providers who can provide additional support to you, such as those listed on the support page of our website.

5.4 The SHAPRA will only disclose your personal information to these specialist providers where you have consented to the SHAPRA referring you to them, and will not disclose any personal information to those specialist providers that you ask the SHAPRA not to disclose.

6. Consultation with specialist sexual harm providers without consent

6.1 In some situations the complexity of a situation and/or a potential conflict of interest may require the SHAPRA to consult with a third party without your consent. The third party with whom the SHAPRA will consult could be SoundCheck Aotearoa's Sexual Harm Prevention Specialist, the SHAPRA's external clinical supervisor or HELP Auckland, who will use and disclose your information in a manner consistent with this privacy policy or [HELP's Privacy Policy](#) respectively. When the SHAPRA consults with such third parties, they will do so with the utmost sensitivity and respect for your privacy and the privacy of anyone involved.

7. Your rights

7.1 You have the right to request access to, and to request the correction of, the personal information that we hold about you. Please contact us using the contact details set out below.

8. About us

8.1 We are SoundCheck Aotearoa, a charitable trust incorporated in New Zealand under registration number 50151192.

8.2 You can contact us to exercise your rights, let us know about any personal information that we hold that needs to be updated or corrected, or otherwise talk to us about this privacy statement by contacting the SHAPRA through the SHAPRA services, or by contacting us at our postal address or by emailing us at info@soundcheckaotearoa.co.nz with 'Privacy' in the subject line.