



PRIVACY POLICY

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	<p>Please email: Attn: Privacy Officer Subject line: Privacy info@soundcheckaotearoa.co.nz</p> <p>Mailing address: Attn: Privacy Officer SoundCheck Aotearoa Level 1, 2A Hakanoa Street, Grey Lynn, Auckland 1025</p>

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 SoundCheck Aotearoa (referred to in this statement as **'we'**, **'us'**, and **'our'**) in connection with any interactions with us, other than in the circumstances set out below.

1.2 This privacy policy applies to personal data that we may collect from you for the purposes set out below in our general and promotional activities. It does not apply to sensitive information you may choose to share with us or the SHAPRA such as information about harm you have experienced. Information you provide us through the SHAPRA service is governed by a distinct privacy policy applicable only to the SHAPRA service, which is available [\[here\]](#).

1.3 If you do share sensitive information (including any information about harm you have experienced) directly with us, rather than to the SHAPRA, we will use that information for the purposes of referring you to the SHAPRA, and will otherwise handle the information in accordance with the privacy policy applicable to the SHAPRA services as if you had disclosed it directly to the SHAPRA.

2. What information we collect, and why

2.1 We may collect the following information from you when you interact with us, including when you use our services or access our website:

Personal information collected	When collected	Why collected
Your name, address, phone number, email address, and other contact details	When you provide them to us	<p>So that we may identify you for the purpose of communicating with you</p> <p>To sign you up to our training sessions or other events</p> <p>To sign you up to our mailing database</p> <p>To assist people in the music community with queries, prevention, projects and specific situations</p> <p>For the purposes set out in the paragraph <i>Other use of your information</i></p>
Your feedback on our training sessions	At the end of each training session when you choose to provide it to us – this may be anonymous	<p>So that we can improve the content of our training sessions</p> <p>So that we can follow up with you on your feedback if you want us to do so</p> <p>So that we can connect people with similar interests, if you indicate that you would like us to do so</p>
All other personal information we collect about you	The circumstances described above, and otherwise during your interaction with us	For the purposes set out in the paragraph <i>Other use of your information</i>

2.2 You aren't under any legal obligation to provide us with any of the information that we request. However, if you do not provide us with some information, we may not be able to provide you with specific services.

3. Sending you marketing materials and other service updates

3.1 We may use personal information we hold about you to send you emails and other electronic messages about our services and other activities or events that we consider may be of interest to you.

3.2 If you don't wish to receive promotional or marketing communications such as newsletters and updates from us, you can opt-out by using the unsubscribe facility on the messages that we send you, or by contacting us using our contact details below.

4. Other use of your information

4.1 We only use your information:

- for the purposes for which it was collected, or a purpose directly related to that purpose; or
- if we're permitted or required to do so in accordance with the Privacy Act 2020.

4.2 We might also combine data or information that we have collected about you, with the information we collect from others, for the purposes described in this policy.

5. The intended recipients of your information

5.1 We only share your information for the purposes described in this policy, or if we're permitted or required to do so in accordance with the Privacy Act 2020.

5.2 In addition to the specific ways that we've described throughout this policy, we may also share the personal information we hold about you with our service providers.

6. Who will hold your information

6.1 When we collect information from you, we will hold that information in our secure file management system (which may be managed on our behalf by a third-party service provider).

7. Information you give us about other people

7.1 We may collect information about someone else from you.

7.2 If you do provide us with someone else's personal information, you must make sure you have that person's authority to do so and you must make sure that person knows that their information may be used and disclosed by us in the manner contemplated by this policy.

8. Your rights

8.1 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.

9. About us

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

9.2 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 us at our postal address, or by emailing us at info@soundcheckaotearoa.org.nz.

10. Changes to this policy

10.1 We will make changes to this privacy policy from time to time.

10.2 When we make changes, we will update this privacy policy on our website. We will also specify the date of the last update we make to this policy at the top of this document.