

Your privacy is important to us. We only collect information from you that is relevant and necessary for the service you receive from us. We do our best to make sure that your information is accurate and up to date.

This Privacy Statement tells you what information we collect, what we do with your information, how we protect it, and your rights to view, correct or change it.

We may change or update this Privacy Statement from time to time, for example if there are any changes to the New Zealand Privacy Act.

COLLECTING YOUR PERSONAL INFORMATION

CMM offers a range of services and may collect personal information from you when you:

- Give us information about yourself or your family/whānau when you engage with our services.
- Fill in forms that give us information about you and your family/whānau
- Discuss issues about your involvement with our services with one of our staff
- Make a donation to CMM
- Contact CMM via phone, email or through our website
- Apply for a job at CMM
- Belong to the CMM workforce.

Wherever possible, we collect your personal information directly from you. Sometimes, in order to carry out a service or function, we may also collect personal information about you from other people or agencies.

We may also gather personal information about you in the process of providing you with a service, or for employment purposes.

You always have the right not to provide us with your personal information, however some services may not be available to you if you choose not to do so.

SHARING YOUR PERSONAL INFORMATION

We will only share the personal information we collect with third parties in one or more of the following circumstances:

- If we believe in good faith that we are required to do so by law
- If you have given us permission to use your information for certain purposes
- If the staff member working with you needs to share information to carry out the functions for which we collected it, for example to provide you with the correct service
- If you or someone else's life or health is at risk and sharing this information could help to prevent harm to you or that person
- If it being shared in a way where you are not personally identifiable, for example as statistical data where the individuals involved are not identifiable.

STORING AND PROTECTING YOUR PERSONAL INFORMATION

To protect your information, we have strict privacy and confidentiality processes for our staff and we provide training on privacy and confidentiality to our workforce.

Your personal information will generally be stored in CMM's databases. CMM takes appropriate measures, by contract or otherwise, to provide adequate protection for personal information that is disclosed to a third party or transferred to a server in another country.

CMM maintains reasonable safeguards to protect the confidentiality, security and integrity of your personal information. Although we use security measures to help protect your personal information against unauthorised disclosure, misuse, or alteration, as is the case with all computer networks linked to the Internet, we cannot guarantee the security of information provided over the Internet and will not be responsible for breaches of security beyond our reasonable control.

We only keep your personal information for as long as we need it for the purpose it was collected for, or as long as we are required to keep it by law. The length of time we keep your information may depend on why your information was collected and what type of information it is.

PRIVACY BREACH

Where a suspected privacy breach has occurred, CMM will act in accordance with its Data Breach Response Plan. In the event that CMM has determined that a notifiable data breach has occurred, we will report it to the Office of the New Zealand Privacy Commissioner and affected individual(s).

ACCESSING OR CORRECTING YOUR PERSONAL INFORMATION

You have the right under the Privacy Act 2020 to ask us to send you all the personal information that we hold about you and to ask us to correct that information if you think any of it is inaccurate.

If you request a copy of the information that we hold about you, we will process your request as soon as possible and no later than 20 working days after we receive the request. If we think that processing your request will take longer than 20 working days, we will let you know.

If you or someone who is representing you requests your personal information from us, we may need to take steps to verify your and their identity and to establish that any representative has authority from you to make the request.

Please note that although you have the right to request a copy of the personal information we hold about you, we may sometimes need to withhold information under sections 49-53 of the Privacy Act 2020, for example if disclosing the information would breach the privacy of another person. If we need to withhold information for any reason, we will let you know why and under what legal grounds we are withholding it.

You can request a copy of your information or correction of your information by talking to the person you are working with at CMM or emailing us at info@mmsi.org.nz. Your email will be forwarded to our Privacy Officer in confidence.

MAKING A COMPLAINT

You can make a complaint to us at any time if you think we have not met our responsibilities under the Privacy Act 2020 or have misused your information.

You can make a complaint by talking to the person you are working with at CMM or emailing us at info@mmsi.org.nz. Under the Privacy Act 2020, you have the right to make a complaint to the Office of the Privacy Commissioner if you believe that we have not met our obligations under the Privacy Act or have misused your information, or that we have not properly addressed your complaint.

You can find out about making a complaint to the Office of the Privacy Commissioner by going to their website. [Click here to visit their website.](#)

GETTING MORE INFORMATION

If you have any questions about this privacy statement or any CMM policies and practices around privacy, you can emailing us at info@mmsi.org.nz. Your email will be forwarded to our Privacy Officer in confidence.