



Toi Whakaari: New Zealand Drama School Website and External communications Privacy Policy

Privacy statement

The collection, use, storage, disclosure and correction of personal information by Toi Whakaari: New Zealand Drama School is governed by The Privacy Act 2020. Personal information means information about an identifiable individual. Toi Whakaari: New Zealand Drama School complies with the obligations of this act.

Toi Whakaari: New Zealand Drama School takes all reasonable steps to ensure that personal information provided by you remains confidential at all times.

Collection of information

We collect, store and use personal information from you, including information about your:

- name
- contact information
- billing or purchase information.

We will only use your contact information for the purposes for which it was provided.

Providing information is optional. If you choose not to enter an email address, we'll be unable to provide transaction services or send you information.

[The Office of the Privacy Commissioner](#) provides further details of the New Zealand Privacy Act and how it protects personal information in New Zealand.

Purpose of collecting personal information

Any contact details you provide to register for programmes, buy tickets for performances or join a mailing list are stored on our databases. This information is used to contact you in connection with transactions you enter into with us or to send you information about training, news and events.

Sometimes we may compile information to provide statistical analysis, for example to allow us to improve our services and/or marketing approach, promote equity and diversity, or conduct research. In these instances, information is aggregated and individuals cannot be identified.

We will use information such as your email addresses to communicate with you and carry out marketing activities. You can unsubscribe from emails at any time by clicking on the "unsubscribe" link in an email or by emailing marketing@toiwhakaari.ac.nz

Who has access to personal information and where it is stored

We do not share your personal information with others unless it is necessary for the purpose for which it is provided or is required by law.

We do not pass on your information to other organisations for their marketing and communication purposes. Besides our staff, we share this information with Te Whaea Services in order to provide box office and venue hire services.

Automatically logged information

The following information may be recorded and logged when you visit our website:

- Your browser's internet address
- Your server's address
- Your domain name
- Your IP address
- The date and time of your visit to the site
- The pages you accessed and documents downloaded
- The previous site visited
- The type of browser you are using
- The username entered if accessing a restricted site.

We use this information for statistical purposes and system administration tasks to maintain this service. We do not attempt to identify individuals from automatically logged information as part of regular business practice. However, in the event of an investigation, we, a law enforcement agency or other government agency may exercise its legal authority to inspect relevant server logs.

Links to third party sites

We do not accept any responsibility for the accuracy or content of third party sites that are linked on our website. You are advised to review each website's privacy statement separately.

Contact information

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at privacyofficer@toiwhakaari.ac.nz

You also have the right to make a complaint to the Office of the Privacy Commissioner if you think we have breached, or may have breached, your privacy. You can contact the Office of the Privacy Commissioner at www.privacy.org.nz