



PRIVACY POLICY (FOR SCMST WEBSITE)

INTRODUCTION

This is the South Canterbury Mammography Services Trust's privacy policy which explains how we may collect, hold, use and disclose personal information.

By providing the Trust with your personal information, you consent to the Trust collecting, holding, using and disclosing your personal information as set out by this policy or as otherwise agreed with you.

CONFIDENTIALITY

We are committed to protecting your privacy. We will ensure that any personal information provided to us will be treated in accordance with the Privacy Act 2020 and as described in this policy.

Our privacy policy is based on the following guidelines:

Information about welfare grants, Oncotype DX Project applications and donations is handled with respect and confidentiality, as required by law.

Some donors prefer anonymity. We will respect your wishes if you prefer your gift to remain confidential.

The personal information you provide as a welfare grant applicant, Oncotype DX Project applicant or donor or when submitting an online enquiry form through our websites will be protected by us. We do not disclose your information to any third parties.

What information the Trust collects:

The Trust collects personal information from:

- **welfare grant applicants and Oncotype DX Project applicants**, including their name, addresses, telephone numbers, e-mail addresses, dates of birth, financial assistance granted by other providers, bank account details for grant payments, and details and dates on which the welfare grant application or Oncotype DX Project application was made.
- **donors** including name, addresses, telephone numbers, e-mail addresses, dates of birth, donation dates and amounts, donor entity details (e.g., private individual, company etc). We will record this information in our donor database unless you've specifically requested us not to.

Consequences of not providing requested personal information to us:

If you've not provided some or all of the personal information set out above, the Trust may not be able to carry all of the activities set out in this policy, for example the Trust may not be able to process your welfare grant application, Oncotype DX Project application or donation.

How the Trust uses and shares personal information

The Trust may use and share personal information as allowed under the Privacy Act 2020, and for the purposes set out below.

How the Trust uses and shares personal information about welfare grants:

The Trust uses information provided in welfare grant applications:

- To enable Trustees and Trust staff to assess your welfare grant application against the Trust's welfare grant criteria;
- To send acknowledgement correspondence (by email or letter) to you when the Trust receives your welfare grant application;
- To seek further information from you in relation to your welfare grant application;
- To distribute welfare grants;
- For internal analysis and record keeping;
- For any other purpose indicated when you provided your personal information to the Trust; and

The Trust will only use and disclose your personal information for these purposes or as otherwise authorised by you or allowed by law.

How the Trust uses and shares personal information about Oncotype DX Project:

The Trust uses information about Oncotype DX Project applications:

- [To enable Trustees and Trust staff to assess your Oncotype DX Project application against the Trust's Oncotype DX Project criteria;](#)

- To send acknowledgement correspondence (by email or letter) to you when the Trust receives your Oncotype DX Project application;
- To seek further information from you in relation to your Oncotype DX Project application;
- To distribute
- For internal analysis and record keeping;
- For any other purpose indicated when you provided your personal information to the Trust; and

The Trust will only use and disclose your personal information for these purposes or as otherwise authorised by you or allowed by law.

How the Trust uses and shares personal information about donors:

The Trust uses information about donors:

- To distribute receipts for donations;
- To send donor acknowledgement letters and thank donors for their donations;
- For internal analysis and record keeping;
- For any other purpose indicated when you provided your personal information to us.

The Trust will only use and disclose your personal information for these purposes or as otherwise authorised by you or allowed by law.

How the Trust protects personal information

The Trust takes reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification or disclosure.

Information relating to welfare grant applications, Oncotype DX Project applications and donor information is held in electronic form and is password protected. Access to such information is strictly limited to the Trust's administrator, who is responsible for processing and reporting on this data, and the Trustees of the Trust responsible for making decisions on welfare grant applications.

Confidentiality and health information

When you apply to the Trust for a welfare grant or Oncotype DX Project you will be asked to provide personal health information.

By completing this application process, you are agreeing to our terms and conditions regarding confidentiality and the safe storage of your health information.

Personal health information collected as part of your welfare grant application or Oncotype DX Project application is stored securely and may be used to improve the service we provide to you.

Your personal health information will only be accessed by the Trust's administrator and Trustees who require this information to process and consider your application.

You may contact the Trust at any time to ask what personal information we hold about you, to discuss or correct personal health information or to ask us to remove your personal information.

Updating, accessing and correcting personal information

To ensure that your recorded personal information is accurate and up-to-date, please notify the Trust of any changes to your personal details as soon as possible through the following contact methods.

E-mail: admin@scmammographytrust.org.nz

Under the Privacy Act 2020 you have the right to access and request any corrections to your personal information, please make any requests using the contact details above.

Notification of changes

If the Trust makes any changes to this privacy policy, those changes will be posted here so you are always aware of what information the Trust collects, how the Trust uses it, and the circumstances (if any) in which the Trust discloses it. If at any point the Trust decides to use personally identifiable information in a manner different from that stated at the time it was collected, the Trust will notify you of this and provide you with the option to opt-out of the Trust's use of your information in this different manner.

Our Cookie Policy

Use of cookies on the South Canterbury Mammography Services Trust's website:

Cookies are small text files that are placed in your browser by the websites you visit. They do not contain any information that personally identifies you, but Personal Information that we store about you may be linked, by us, to the information stored in and obtained from cookies.

Cookies are widely used to help users navigate websites efficiently, to perform certain functions on the sites, and/or to provide site owners with information about how their sites are used.

Our Site uses the following cookies:

- ‘session cookies’ which are stored only temporarily during a browsing session in order to allow normal use of the system and are deleted from your device when the browser is closed;
- ‘persistent cookies’ which are read only by the Site, saved on your computer for a fixed period and are not deleted when the browser is closed. Such cookies are used where we need to know who you are for repeat visits, for example to allow us to store your preferences for the next sign-in;
- ‘third party cookies’ which are set by other online services who run content on the page you are viewing, for example by third party analytics companies who monitor and analyse our web access.

You may remove the cookies by following the instructions of your device preferences (e.g., browser settings), which includes deleting them from your browser or disabling them altogether. If you choose to disable cookies, some features of our website may not operate properly, and your online experience may be limited.

To learn more about cookies and how you can manage them in your web browser, visit:

www.allaboutcookies.org

www.aboutcookies.org

Web analytics cookies:

We use a tool called “Google Analytics” to collect information about your use of the Site. Google Analytics collects information such as how often users access the Site, what pages they visit when they do so, etc. We use the information we get from Google Analytics to improve our Site and services only. Google Analytics collects the IP address assigned to you on the date you visit sites, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Google’s ability to use and share information collected by Google Analytics about your visits to this Site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy, which can be found at: www.google.com/policies/privacy/partners

Adoption Date: 8 November 2022

Last Reviewed: 20 October 2025

Review Date: Annually

JDoyle

Signed

The Chair of the Trust