



Privacy Statement

Purpose

This privacy statement explains how Collective Intelligence (CI) collects, stores, uses and shares your personal information.

We are committed to respecting your privacy.

Openness and transparency are important to us. [The Privacy Act 2020](#) requires us – like any other New Zealand company – to tell you certain things about the personal information we need to carry out our functions. This is where we explain our privacy practices and why you can trust us to handle your information with care and respect.

Here's what guides us when we handle your personal information:

- We only collect personal information where this is necessary to carry out our business service functions
- We may collect personal information about you either directly from you or from other people or agencies, and we may generate personal information about you when we carry out our business service functions
- We store all our data (including your personal information) on a secure Microsoft cloud platform, and we use Microsoft Office 365 applications. We protect our data with all reasonable technical and process controls
- You can ask us for a copy of the personal information we hold at any time.
- We will only use and share personal information where necessary to carry out the functions for which we collected it (or if required by law).

Third-party providers

We use some third-party providers to manage some of our engagement processes and member services, such as newsletters and events registration and e-learning.

We use the following key third-party providers:

MailChimp

We use MailChimp to deliver our Member & Community newsletters.

Read [MailChimp's privacy policy](#)

Humanitix

We use Humanitix to ticket our online and physical events.

Read [Humanitix's privacy policy](#)

Wordpress & Amazon Web Services

We use Wordpress to manage our Member's-only website portal with data hosted on a server in the AWS (Amazon Web Services) cloud.

Read [Wordpress's privacy policy](#) and [AWS privacy policy](#).



Xero

We use Xero to manage our financials, fee collection and invoicing.

Read [Xero's privacy policy](#)

What we do with your personal information?

How we use it: We will only use the personal information you provide to us for the purposes of delivering the services you have requested (such as maintaining your membership to our organisation, registering you for an event we offer, or responding to an enquiry) or carrying out our lawful functions.

We may use your personal information to:

- contact you about your membership, membership application, query or registration
- consider and respond to your enquiry
- moderate the content on our social media channels and blogs (including contacting you about this)
- improve our website and the delivery of our services
- conduct internal statistical analysis for internal reporting requirements.

When we share it: We do not generally share your personal information with third parties (other than third parties which we have listed above who are providing services to us).

Storage and security

We use third party providers to store and process our data. We store most of the personal information we collect and generate electronically on Microsoft cloud servers.

We take all reasonable steps to ensure the personal information we collect is protected against loss, unauthorised access and disclosure or any other misuse.

Your privacy rights and how to contact us

The Privacy Act 2020 gives you rights to request access to and correction of the personal information we hold about you. You can take steps to control the ways we use your information (such as opting out of receiving our newsletters). You can also complain to us at any time if you think we have misused your personal information.

Contact Us

If you have any concerns regarding the exercise of your privacy rights, please [contact us](#).

This Privacy Statement was last updated: January 2021