



Privacy Policy

Starfish Ministries New Zealand

PRIVACY POLICY

Effective Date: 1/10/2026

Version: 1.0

1. Purpose

Starfish Ministries New Zealand ("SFM", "the Ministry", "we", "our" or "us") is committed to protecting the privacy, confidentiality, integrity and security of personal information entrusted to us.

This Privacy Policy outlines how SFM collects, stores, uses, manages, protects and provides access to personal information in accordance with the principles of the **New Zealand Privacy Act 2020** and any other applicable laws or regulations in New Zealand.

This Policy applies to all information collected, stored or used by SFM in connection with its ministry activities in New Zealand, the Philippines and any other country in which the Ministry may operate now or in the future.

2. Scope

This Policy applies to personal information relating to:

- Supporters and donors of Starfish Ministries New Zealand.
 - New Zealand church partners.
 - Filipino church partners.
 - Starfish Filipino Church Leaders and Coordinators.
 - Current, future and former Starfish Scholarship Recipients.
 - Filipino Aid Recipients.
 - Current and former members of the Starfish Ministries New Zealand Board.
 - Current and future associates, volunteers and representatives of the Ministry.
 - Any other individual who interacts with or is served by the Ministry.
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3. Collection of Personal Information

SFM may collect personal information for legitimate ministry, administration, operational, educational, pastoral, charitable, governance, communication, promotional, financial and legal purposes.

Information collected may include, but is not limited to:

- Names and contact details.
- Family and caregiver information.

- Educational details and scholarship-related information.
- Church affiliation and ministry involvement.
- Financial and donation records.
- Correspondence and communications.
- Identification and verification information.
- Photographic, video and digital media records.
- Any other information reasonably required to support the Ministry's activities and objectives.

Information may be collected directly from individuals, parents or caregivers, church leaders, coordinators, authorised representatives, application forms, interviews, ministry activities, events, electronic communications, websites and other lawful sources.

4. Collection, Consent and Use of Photographic and Digital Media

SFM may collect, store and use photographs, videos and other digital media as part of its legitimate ministry activities and operations. This may include material provided with scholarship or aid applications, supplied by church leaders, coordinators, parents, caregivers or authorised representatives, or captured during Ministry programmes, events and activities.

Such material may be used for purposes including scholarship administration, ministry reporting, communication with supporters and church partners, fundraising, training, educational resources, presentations, printed and digital publications, websites, social media, historical records, and

other activities that support the Ministry's objectives. Such use may occur in New Zealand, the Philippines, and any other country where SFM operates or supports ministry-related activities.

In the case of scholarship recipients, aid recipients, children and young people, SFM requires Church Leaders, Coordinators and authorised representatives to obtain appropriate consent from the individual concerned and/or their parent, guardian or caregiver for the collection, storage and use of photographic and digital media material.

SFM is committed to ensuring that all photographic and digital media is used respectfully, responsibly and appropriately. Such material will not be knowingly used in a misleading, discriminatory, degrading, exploitative or otherwise inappropriate manner, nor in a way that may cause unnecessary harm, embarrassment or distress. Particular care will be taken when using images of children, young people, scholarship recipients and aid recipients.

All photographic and digital media material will be managed in accordance with this Privacy Policy and used only for purposes that support the legitimate activities and objectives of the Ministry.

5. Disclosure, Access and Confidentiality of Personal Information

All personal information, records, communications, photographs and other information relating to individuals that

is obtained, accessed, observed, noticed or otherwise becomes known through involvement with Starfish Ministries New Zealand ("SFM") shall be treated as confidential.

For the purposes of this Policy, the authorised Ministry structure includes Board Members, approved associates, church leaders, coordinators, volunteers, employees and others authorised by the Board to carry out Ministry responsibilities.

Such information shall not be sold, shared, disclosed or distributed outside the authorised operational structure of the Ministry unless:

- The individual concerned has given their consent;
- Disclosure is required or authorised by law;
- Disclosure is necessary to protect legal rights, personal safety or Ministry operations; or
- The Board of Starfish Ministries New Zealand has approved the disclosure for a legitimate Ministry purpose.

Confidential information includes not only information held in Ministry records, but also information that is seen, heard, observed, overheard or otherwise learned through Ministry activities.

Anyone serving the Ministry as a Board Member, Associate, Volunteer, Church Leader, Coordinator or in any other authorised capacity must:

- Use information only for legitimate Ministry purposes.

- Protect the privacy and confidentiality of that information.
- Not discuss, share or disclose information with anyone outside the authorised Ministry structure.
- Take reasonable steps to prevent unauthorised access to information.
- Report any actual or suspected privacy breach to the Board or designated Privacy Contact Person.

Any person receiving information through their Ministry role is required to maintain appropriate standards of privacy, confidentiality and security.

The obligation to maintain confidentiality applies equally to information that is formally provided and information that is merely noticed, observed or overheard in the course of Ministry activities. This responsibility continues after a person's Board membership, employment, volunteer service or other association with SFM has ended.

6. Security of Information

SFM will take reasonable steps to protect personal information against:

- Loss.
- Unauthorised access.

- Unauthorised disclosure.
- Misuse.
- Modification.
- Destruction.

Information may be stored in paper, electronic, digital, photographic, video, cloud-based or other lawful forms of storage.

Access to information shall be limited to authorised persons who require access for legitimate Ministry purposes.

7. Access Credentials, Passwords and System Security

Any Board Member, Associate, Volunteer, Coordinator, Church Leader, Staff Member or other authorised person who is granted access to Ministry systems, records, passwords, login credentials, security codes or confidential information shall:

- Maintain strict confidentiality.
- Not share such information with unauthorised persons.
- Not use such information for personal gain or advantage.
- Not disclose such information through any public forum, publication, website, social media platform or other publicly accessible medium.

- Not provide access to any third party unless specifically authorised in writing by the Board of Starfish Ministries New Zealand for a defined and approved purpose.

Any breach of these requirements may result in loss of authorised access and may result in further action as determined by the Board.

8. Access to Personal Information

In accordance with the New Zealand Privacy Act 2020, individuals may request access to personal information held about them by SFM.

Subject to applicable legal requirements, individuals may request:

- Access to their personal information.
- Access to photographic or digital media material relating to them.
- Confirmation of whether information is being held.
- Details of how information has been used, where reasonably available.

Requests should be directed to the Ministry Contact Person named at the end of this Policy.

9. Correction and Updating of Information

Individuals may request that personal information held by SFM be updated, amended or corrected where the information is inaccurate, incomplete, outdated or misleading.

SFM will take reasonable steps to ensure personal information remains accurate, current, complete and relevant for its intended use.

10. Transparency and Availability of Information

SFM will make readily available information about its policies, practices and procedures relating to the management of personal information.

Where appropriate, copies of relevant privacy-related policies and procedures will be available to individuals upon request.

11. Policy Review and Amendments

This Policy may be reviewed, amended or updated from time to time by the Board of Starfish Ministries New Zealand.

Any amendments shall be:

- Considered and approved by the Board.
- Recorded in the Minutes of the Board Meeting at which the amendment was approved.
- Assigned an effective date.
- Recorded in the Amendment Register forming part of this Policy.

The most current version of this Policy shall supersede all previous versions.

12. Commitment Statement

Starfish Ministries New Zealand is committed to protecting the privacy, dignity, confidentiality and security of all personal information entrusted to the Ministry.

SFM recognises its responsibilities under the New Zealand Privacy Act 2020 and will manage personal information in a lawful, transparent, responsible and respectful manner.

The Ministry is committed to ensuring that personal information, photographic material and confidential information are collected, used, stored, accessed and disclosed only in accordance with this Policy and for legitimate Ministry purposes.

Through this commitment, SFM seeks to maintain the trust of all individuals and organisations associated with its ministry activities and to ensure that the confidentiality of personal information is protected and maintained at all times.

CONTACT PERSON

Privacy Contact Person:

Position:

Postal Address:

Email:

Telephone:

POLICY APPROVAL

Approved by the Board of Starfish Ministries New Zealand

Board Chairperson: _____

Signature: _____

Date of Approval: _____

Policy Version: _____

(This policy has been electronically signed)

BOARD MEMBER AND NZ ASSOCIATE ACKNOWLEDGEMENT

I acknowledge that I have read, understood and agree to comply with the provisions of this Privacy Policy.

Name: _____

Position/Role: _____

Signature: _____

Date: _____

POLICY AMENDMENT REGISTER

Version	Amendment Description	Board Meeting Date	Minute Reference	Effective Date
1.0	Initial Policy Adoption	1/10/2026		1/10/2026