

1. Privacy Policy for the Manawa Gardens Housing Development Enquiries

This Privacy Policy applies to information collected in connection with expressions of interest, enquiries and applications relating to tenancies within Manawa Gardens Housing Development.

The purpose of this privacy statement is also to inform you of your rights in relation to your personal information. It covers the collection, processing and other use of personal data under the General Data Protection Regulations (GDPR) 2018. Other policies may apply instead of or in addition to this Privacy Policy in certain circumstances. We reserve the right to update this privacy statement at any time and for any reason. Any change we make applies from the date the updated Privacy Policy is posted on our website.

2. Consent

By completing an expression of interest form for the Manawa Gardens Housing Development, you hereby consent to:

- our Privacy Policy and agree to its terms; and
- us handling your personal information in accordance with this Privacy Policy.

Completing an expression of interest form does not guarantee that you will be progressed through the tenancy application process or that you will be contacted in respect of a tenancy.

3. Information we collect

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

Generally, this personal information may include (but is not limited to):

- your name
- email address
- Ngati Whakaue shareholder details
- date of birth
- telephone number and email address
- cultural affiliation
- cultural leadership and participation
- whakapapa
- housing requirements
- whether you have dependants
- accommodation need
- accommodation status
- references
- any other information you elect to provide

We will also be provided with information about you and your tenancy application from our property managers including the outcome of reference and credit checks.

4. Collecting your personal information

For the expression of interest, we will collect your personal information directly from you unless it is impracticable or unreasonable to do so (for example where we need to externally verify your cultural affiliation, participation and leadership). From time to time, we may collect personal information about you from third parties (for example, from your representative, from publicly available sources, from your referees).

If you provide us with personal information about a third party, you represent, and we collect it on the basis that, you have that person's consent for us to collect and handle their personal information in accordance with this privacy policy.

Our property managers will also provide us with information gathered through their tenant application process that you complete with them.

Generally, if we are unable to collect the personal information we require, or if the information provided is incorrect or incomplete we may not progress your interest in a tenancy application for one of our rental properties or provide you with a tenancy.

5. How we use your information

We use the information we collect in various ways, including to:

- Communicate with you, either directly or through one of our property managers.
- Share the information provided with our property managers to progress tenancy applications directly with you.
- Provide you with information about our rental properties.
- Attend to and manage your requests.
- Assess your suitability for the rental properties being offered.

6. Disclosing your personal information

We may disclose your personal information in the following situations:

- To complete the application processes necessary to select tenants for Manawa Gardens.
- To our property managers to progress tenancy applications.
- With Kaumatua where we need to verify your cultural affiliation, leadership and participation.
- To your referees.
- We may disclose your personal information for any other purpose with your consent.
- When we are required to do so by law.

7. Why we collect, hold and use your personal information

We will use and disclose your personal information for the purposes as assessing you as a prospective tenant, and for other related purposes that you would reasonably expect.

Generally, these purposes include responding to your enquiries, assessing your suitability as a tenant and providing you (or arranging for our property managers to provide you) with a tenancy for one of our rental properties if your application is successful.

8. GDPR Data Protection Rights

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

9. Third Party Privacy Policies

Once your information is provided to our property managers it will be held by them in accordance with their own privacy policies. Our Privacy Policy does not apply to our property managers or their websites. We therefore advise you to consult the respective Privacy Policies of our property managers for more detailed information. It may include their practices and instructions about how to opt-out of certain options.

Our property managers are EVES Real Estate Rotorua and Te Taumata O Ngāti Whakaue Iho Ake.

10. Storage and retention

We use third party providers to store and process our data.

We store most of the personal information we collect and generate electronically. We also use Microsoft Office 365 for our email and other office productivity applications. This means that the personal information we hold may be transferred to, or accessed from, countries other than New Zealand.

We retain your information for as long as necessary to assess your suitability for one of our rental properties and if successful whilst you are a tenant.

11. Security

We take all reasonable steps to ensure the personal information we collect is protected against loss, unauthorised access and disclosure or any other misuse, including meeting the requirements prescribed by the New Zealand government for the secure handling, storage and disposal of any protectively marked or security classified information.

12. Contact Us

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 admin@ngatiwhakaue.iwi.nz, or 07 348 8887, or 1st Floor, Pukeroa Oruawhata House, 1/1176 Amohau Street, Rotorua.