

Privacy Policy

The Jubilee Trust

Last updated: 1 March 2026

1. Purpose

This Privacy Policy explains how **The Jubilee Trust** (“we”, “us”, “our”) collects, uses, stores, and protects personal information in accordance with the **Privacy Act 2020**.

We are committed to protecting the privacy and confidentiality of all individuals who apply for or receive grants or donations from the Trust.

2. Information We Collect

When processing applications for grants or donations, we may collect:

- Full name and contact details, including residential address, email address, phone number(s), mailing address
 - Identification information
 - Financial and hardship-related information (where relevant to assessment)
 - Bank account details for payment of grants or donations
 - Supporting documents and correspondence
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3. How We Collect Information

We collect personal information directly from applicants through:

- Application forms (online or paper)
- Email correspondence
- Website enquiries
- Supporting documentation provided by applicants

4. Purpose of Collection

We collect and use personal information solely for the purposes of:

- Assessing grant and donation applications
- Making funding decisions
- Paying approved grants and donations
- Record-keeping and audit requirements
- Legal and regulatory compliance
- Trust administration

We do not use personal information for marketing or unrelated purposes.

5. Storage and Security

No electronic data transmissions (i.e. via the internet or email) are completely secure; we cannot therefore ensure the security of information transmitted to or from you. However, once we have received your personal information, we take reasonable steps to protect the information against loss, unauthorised access, misuse, modification, or disclosure.

Security measures include: Restricted access to authorised trustees and administrators, secure digital storage systems, secure physical storage for paper records.

6. Disclosure of Information

We do not disclose personal information to third parties except:

- Where required by law
- To professional advisers (e.g. auditors, accountants, legal advisers)
- Where necessary for Trust operations
- To banks and payment providers for processing payments

All third parties are required to maintain confidentiality and privacy standards.

7. Retention of Information

Personal information is retained only for as long as necessary to fulfil the purpose for which it was collected – i.e.

- To assess and process applications for grants and donations, including payments, and
- To meet legal, financial, and audit obligations.

When no longer required, information is securely destroyed or anonymised.

8. Access and Correction Rights

Individuals have the right to request access to their personal information, and to request correction of any inaccurate or incomplete information.

Requests can be made in writing to the Trust using the contact details below.

9. Complaints

If you believe your privacy has been breached, you may contact the Trust directly to resolve the matter, and/or make a complaint to the **Office of the Privacy Commissioner**.

10. Contact Details

Privacy Officer

The Jubilee Trust

Email: admin@jubileetrust.nz

Postal Address: PO Box 25822, St Heliers, Auckland 1740

11. Policy Updates

This Privacy Policy may be updated from time to time to reflect legal or operational changes. The latest version will be made available upon request or on our website (if applicable).

This policy is designed to comply with the Privacy Act 2020 and the Information Privacy Principles included in the Act.