

## Site Use, Privacy and Use of Cookies

Following is the Site Use Policy of all sites run by Sarah Wylie Social Research and Evaluation. It describes our intended audience and our approach to content. It includes our policies concerning spam and misuse of our sites, and a disclaimer. The following policies govern your use of this site.

### About this site

Our intended audiences for this site are not-for-profits, other researchers and evaluators and local and central government agencies in Aotearoa New Zealand. We have done our best to make our site easy to navigate, and the content easy to understand. We follow the practices of "plain language" on our site. Should you find difficulty in understanding any content on the site, please contact us as we are always seeking to improve the site.

By visiting and using our websites, and using our products and services, you agree to this notice regarding site use.

### Spam and site misuse

We have a nil tolerance towards spam. We will not tolerate our site being used for generating or assisting in the use of spam or any other illegal, destructive or inappropriate purpose, or for any purpose other than our intended use of the sites. We will follow up any such use and take the appropriate action.

You must not use this site for any of the following:

1. Fraudulent purposes, or in connection with a criminal offence, or other unlawful activity
2. To send, use, or reuse any material that is:
  - a) illegal, offensive, objectionable, abusive, indecent, defamatory, obscene, menacing, in breach of copyright, trademark, confidence, privacy, or any other right injurious to third parties
  - b) consists of or contains software viruses, political campaigning, commercial solicitation, chain letters, mass mailings, or "spam"
3. Harassing, causing annoyance, distress, needless anxiety, or inconvenience to any person, transmitting obscene or offensive content, or disrupting the normal flow of dialogue within our websites.

You agree to use our online services only for lawful purposes, and in ways that do not infringe the rights of, restrict or inhibit anyone else's use and enjoyment of our online services.

## External links

This website may contain hyperlinks to websites other than our own. While hyperlinks are used with care, we don't review or monitor any websites linked to and from our site, and we are not responsible for the content or accuracy of any such linked websites. Nor does the listing of an external site necessarily indicate endorsement.

## Disclaimer

The information on this website has been prepared with care, and we believe that the information is accurate. No responsibility, however, can be accepted for any consequences arising out of the use of this material. Sarah Wylie will not accept any financial or other consequences that may result from your use of information on our sites including direct, indirect, special, or consequential damages. There are no warranties extended or granted by any information or service provided herein except those obligations under the Fair Trading Act of New Zealand 1986. Any terms expressed in this policy does not absolve us from our responsibilities under this Act.

We reserve the right, at our discretion, to change, modify, add, or remove portions from this policy at any time, so you are encouraged to review this policy from time-to-time. We will, of course, notify you of any changes where we are required to do so. If you have questions or concerns regarding this policy, you should first contact us at [swylie@socialresearch.co.nz](mailto:swylie@socialresearch.co.nz)

## Data privacy

This policy sets out the kind of information Sarah Wylie Social Research and Evaluation collects and holds; how we collect, use, disclose and store personal information; the purposes for which this information is collected; how it may be accessed and corrected; how you may complain about a breach of the principles of a privacy and how we will deal with such a complaint.

### *Types of personal information collected*

Information we collect includes, but is not limited to:

- names and pseudonyms
- contact information
- job title
- bank account details for electronic funds transfer payments.

Sarah Wylie Social Research and Evaluation collects and holds personal information for the business purposes detailed generally on our systems. These purposes include:

- collecting and distributing payments
- identifying and locating customers
- providing services and products to customers

- on behalf of a third party client, when we are contracted to conduct research or evaluations
- Other purposes you might reasonably expect us to apply related to these primary purposes.

#### *How is information collected?*

This information is collected through:

- Data collection activities: surveys and e-reporting
- Organisations that act as an agent for us
- Electronic form website enquiries, user portals and interfaces
- Customer electronic form website enquiries, user portals and interfaces
- Email correspondences via Gmail
- Backup tools
- Research projects
- Marketing activities
- Survey Monkey
- Website and Facebook analytics
- Telephone calls, through notes arising from calls and through recording conversations where callers have been advised the recording is activated

Users should be aware that there are inherent risks in transmitting information across the internet.

If information is collected by us regarding website or social media engagement with our sites, this is only collected for the purpose of improving the websites and is not used by us to personally identify users. All tracked data is anonymously collected in accordance with Google Analytics' privacy policy. By using our websites you consent to processing of data about you by Google in the manner described here.

If you engage with us via SurveyMonkey, Facebook or LinkedIn, you then you consent to the privacy policies of those tools.

#### *Disclosure of personal information*

We follow ethical practice in all research and evaluation, and personal information is kept securely in hard copy and stored in password-protected cloud-based digital form. We only use and disclose personal information for the purposes that it was collected, as outlined in this statement and elsewhere on the website, and for associated management purposes We only retain personal information for as long as it is required for its business purposes or for as long as required by law, and information no longer required is destroyed securely.

We may use and disclose your personal information in the following specific circumstances:

- Your personal information may be disclosed in pursuit of dispute resolution or to external mediators or experts
- We may be obliged to disclose personal information to law enforcement bodies, or to a third party if the disclosure is necessary to prevent or lessen a serious and imminent threat to the life, health, or safety of you or another person, and it is unreasonable or impractical to obtain your consent.

We will not otherwise use or disclose your personal information without your consent unless required or authorised by law.

You may request access to your personal information and to request correction if it is inaccurate, out of date, incomplete, irrelevant or misleading. We will take reasonable and practicable steps to provide you access and/or make a correction to your personal information within a reasonable period, unless we consider there is a sound reason under the relevant law to withhold the information, or not to make the changes.

Where a breach occurs and where the unauthorised or accidental access, or disclosure, loss, alteration or destruction of personal information has caused harm or is likely to cause serious harm Sarah Wylie Social Research and Evaluation will:

- Notify the Privacy Commissioner
- Notify the affected individuals
- Take steps to contain the breach and assess what information was lost
- Notify insurers
- Take steps to prevent another breach

If you have any questions or concerns about how we treat your personal information please contact us. We reserve the right, at our discretion, to change, modify, add, or remove portions from this policy at any time so you are encouraged to review this policy from time to time. We will, of course, notify you of any changes where we are required to do so.

### *Cookies*

If we use cookies on our website, we will notify you of this and obtain your consent for their use.