

## **Project Lyttelton Incorporated**

### **Privacy policy Statement – what we do with your information.**

We collect personal information from you, including information about your:

- name
- contact information
- billing or purchase information

We collect your personal information in order to:

- pay wages and issue invoices for payment
- operate the Time Banking software
- as part of our management of staff and volunteers
- and enable us to know who is at the Youth Group Session

Besides our staff, we share this information with:

- IRD, payroll system and to make Time Bank trade on the Time Bank software in order to pay wages, operate our accounting software and to operate the Timebank software.

Providing some information is optional. If you choose not to provide personal information, we will be unable to pay you if you are an employee, roster or have emergency contact information if you are a volunteer or become a member of the Lyttelton Harbour Timebank.

We keep your information safe by storing it in files on our system that are only accessible by certain members of staff and in locked cabinets which only certain staff have access.

We keep your information whilst you are working, volunteering or part of the Timebank at which point we securely destroy it by shredding and deleting electronic information.

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 would like to ask for a copy of your information, or to have it corrected, please contact us at [office@lyttelton.net.nz](mailto:office@lyttelton.net.nz).

**Project Lyttelton Board**  
**March 2021**