

MANA LITTLE THEATRE

Privacy Policy for Holiday Programmes

April 2026

This privacy policy describes how we collect and use personal information collected through enrolling on the Mana Little Theatre holiday programme.

Please read this privacy policy before submitting any personal information to us. By enrolling your child, you are accepting the policies described here. We suggest that you frequently review the privacy policy to ensure that you fully understand how your personal details will be used and that you are aware of any changes we have made from time to time to this privacy policy.

Information we collect and how we use it

- If you enrol your child in the holiday programme, we may ask you to provide certain personal information that will be used to identify you, and to enable us to communicate with you, either online or offline. We may require information such as your email address, postal address, name, mobile number, credit card details, as well as additional information we need about your child(ren) to ensure we have everything we need to help with the safe use of our services. All these personal details will be stored and kept in strict confidence, subject to the terms of this Privacy Policy.
- We may also contact you to seek your comments about our services and notify you about important changes made to our services.

Storage, access and correction

- As required by the Privacy Act 2020, we follow strict procedures when storing and using the information you provide. We are dedicated to keeping personal information secure.
- You have rights of access to, and correction of, personal information that we hold about you. You may correct or change the information collected at any time and as often as necessary. To do so, simply get in touch using the “Contact Us” option on our website or emailing manalittleplayers@gmail.com.
- You can also make choices about whether you receive promotional communications from us by following the ‘unsubscribe’ instructions included in our communications.

Use of your information

- We may use your personal information:
 - To share with our theatre committee and staff to help administer your enrolment and to communicate with you as required.
 - To provide you with news, updates and promotional material that we believe may be useful or of interest to you.

- To comply with any statutory or regulatory obligations or applicable rules or guidelines requiring disclosure or use of the information. This includes, but is not limited to, the following government organisations: the Ministry of Social Development, Oranga Tamariki, Worksafe, the Ministry of Primary Industries, the Ministry of Education, the Ministry of Health, Inland Revenue Department.
- To assist any law enforcement or governmental agency in the performance of their proper functions, if we reasonably consider disclosure or use of the information to be necessary for that purpose.
- For any legitimate purpose in connection with our theatre.

Changes to our privacy policy

- We may change and update our privacy policy from time to time by updating this posting. Any such change and/or update of our privacy policy will take effect when it is posted on the website. You are therefore strongly recommended to review our privacy policy whenever you use the website.