

## **Use of Photos Policy**

Napier District Masonic Trust (NDMT) uses photographs and videos of a range of people for marketing and promotional purposes. This includes residents and employees of NDMT.

Consent will always be obtained from the individuals included in photographs or video. A consent form must be completed by all individuals who are to appear in any marketing or promotional media before the images are used. Consent is required from a legal guardian for any individual who is less than 16 years of age.

Anyone is able to withhold consent and consent may be withdrawn at any time.

If you have any questions or complaints about the use of photographs and videos, please contact the Privacy Officer:

## WHO TO CONTACT

If you have any queries or concerns about privacy or your personal information or have a complaint about the way we have treated your personal information, please contact us and we will respond as soon as possible to resolve the issue. We also welcome any questions and comments you may have about our privacy practices.

You can contact us at:

Privacy Officer Napier District Masonic Trust PO Box 7288 Taradale Napier 4141

Email: <u>privacy@ndmt.co.nz</u> Phone: 06-8459220

If you for any reason you are not satisfied with our response you can contact the Office of the Privacy Commissioner.