Privacy Policy

Psychosynthesis South Pacific Trust

Last updated: September 19, 2026

1. Introduction

Psychosynthesis South Pacific Trust (PSP, we, us, our) respects your privacy and is committed to handling personal information responsibly. This policy explains what personal information we collect, why we collect it, how we use and protect it, and what rights you have, in line with the Privacy Act 2020.

This policy applies to anyone who interacts with PSP, including newsletter subscribers, course and training participants, event attendees, donors, and visitors to our website.

2. What personal information we collect

Depending on how you interact with us, we may collect:

- Contact details: name, email address, phone number, and postal address
- Course and training information: enrolment details, attendance, assignments, assessments, and, for the Clinical Training Programme, records relating to guides, supervisors, and faculty liaison
- Event and Course registration details
- Donation records, where you contribute financially to PSP
- Communications you send us, such as emails or contact form submissions
- Basic website usage data (see Cookies and website data, below)
- We may also collect publicly available contact details of practitioners working in the psychosynthesis and counselling fields, such as those published on professional websites or directories, to share information that may be relevant to their professional role.

We don't collect more than we need for the purpose it's being collected for, and we don't collect sensitive information beyond what's necessary to run our training programmes safely and ethically.

3. How we collect your information

We collect personal information directly from you: when you subscribe to our newsletter, register for a course, workshop, or the Gathering, make a donation, contact us by email or through our website, or apply for a role. As noted above, we may also collect publicly available contact details of practitioners working in the psychosynthesis and counselling fields.

4. Why we collect and use your information

We use personal information to:

- Administer courses, trainings, and events, including the Clinical Training Programme, Essentials, Integration Year, and the annual Gathering
- Send our newsletter and other communications you've signed up for
- Process and acknowledge donations
- Respond to enquiries and correspondence
- Meet our reporting, accreditation, and legal obligations as a charitable trust
- Improve our programmes and communications

We don't use your information for purposes unrelated to these without asking you first.

5. Who we might share it with

We don't sell or trade personal information. We may share it with:

- Our email and newsletter provider (BoltMail), to send communications you've opted into
- Our accountant or bookkeeper, for financial administration
- Third-party platforms we use for specific purposes, such as donation processing or event registration
- Course faculty, guides, and supervisors directly involved in your training, where relevant to your participation
- Government agencies or other parties, where we're legally required to

6. How we store and protect your information

We take reasonable steps to keep personal information secure, including restricting access to trustees, contractors, and administrators who need it to do their work, and using reputable, password-protected platforms for storage and communication. No method of storage or transmission is completely secure, but we work to protect your information against loss, misuse, and unauthorised access.

7. How long we keep it

We keep personal information only as long as necessary for the purpose it was collected, or as required by law (for example, financial records), after which we securely delete or destroy it.

8. Cookies and website data

Our website may use basic cookies or analytics tools to understand how visitors use the site. This data is generally anonymous or aggregated and isn't used to identify individuals.

9. Your rights

Under the Privacy Act 2020, you have the right to ask what personal information we hold about you, request a correction if it's wrong, and ask us to explain how we're using it. To make a request, contact our administrator using the details below. You can also opt out of receiving communications from us, including our newsletter and any emails sent to publicly available professional contact details, at any time by using the unsubscribe link included in our emails or by contacting us directly.

10. Contact details

Contact admin@psptrust.org.nz if you have a concern about how we've handled your personal information. Your concern will be shared with our Privacy Officer, Delwyn McPhun. If we are not able to resolve your concern, you can also contact the Office of the Privacy Commissioner at privacy.org.nz.

11. Changes to this policy

We may update this policy from time to time. The current version will always be available on our website, with the date it was last updated shown at the top.

12. This policy and the Privacy Act

This policy is a summary of how we handle personal information and sits alongside, rather than replaces, our obligations under the Privacy Act 2020 and its 13 Information Privacy Principles.