

## Sample ONE - "XYZ Association" Privacy Statement

If we collect your details it is to keep you informed about marketing content including news about training, legislation, events and current topics.

Your details are securely stored by our database service provider, XXXX Software and are only made available to members of the "XYZ Association"; however, your email address will not be made available to anyone without your express permission. You are welcome to update your email preferences under your account settings online or contact us at any time to access and update your personal information or to 'opt-out' of receiving further communications from us. We will endeavour to action your request within two working days. Write to us at PO Box XXXX, XXXX or send us an email.

The internet offers the chance to collect information about site users. This information can be personally identifiable information or aggregated information. However your privacy is important to us at the "XYZ Association" and we want to be sure that you understand the terms and conditions relating to the way in which we collect information and the use of that information. This Privacy Policy tells you what information we collect, what we do with it and your rights to view, correct or change it.

The Office of the Privacy Commissioner (<http://www.privacy.org.nz>) provides further details of the New Zealand Privacy Act and how it protects personal information in New Zealand.

### The information we collect

The "XYZ Association" operates the following websites XXXXXXXX.

As part of our operations we may gather certain types of information about the users of our sites:

Personally Identifiable Information: this is provided by you (or someone authorised by you or your organisation) when you register for services that we may offer. Examples of these services could include email newsletters or events. Providing this information will always be optional for you. However, some services may not be available to you if you choose not to provide it.

You can manage your email preferences by logging into your dashboard.

Aggregated Data: this information is generated by our systems as they track traffic through our sites. This information does not identify you personally and is not linked to the personally identifiable information that you may have provided.

### Who we share this information with

- The information may be hosted with a service provider. Our agreements with them protect the information that we collect from any unauthorised use.
- The aggregated data (not the personally identifiable information) may be shared with third parties such as advertisers or business partners.
- Your personally identifiable information may be shared with third parties when we believe in good faith that we are required to do so by law.
- We only share your information with third parties if we have received your permission (usually at the time of collection).

### What else we do with personally identifiable information

*AuSAE (NZ) sample documents - these can be obtained in a word document by contacting Brett @ [brett@ausae.org.au](mailto:brett@ausae.org.au) - thank you to all those associations in New Zealand that shared these documents with us.*

- We have collected this information in order to provide the best possible service to you while you are visiting our sites. To this end we may use the information that you provide for the following purposes:
- To verify your identity if you need help with a forgotten password or you are having login problems with one of our site services.
- To process any transactions that you might make on our site.
- To help provide any other services that you have requested.
- To offer the most relevant information suitable to you and your interests.
- For any marketing, promotional, publicity, marketing or market research that we might undertake.
- For any other purposes for which you have given permission.
- From time to time we may use your data to target you through social media channels, like Facebook. In this case, we match encrypted (hashed) email addresses with encrypted Facebook data to identify a match in a secure environment. The hashed data is deleted as soon as the match is complete and never kept or used by Facebook or shared with any third party.

### What about cookies?

A cookie is a small file that resides on your computer and is recognised by our server when you visit our sites. A cookie does not provide us with any personally identifiable information. It does provide details of your IP address, the computer platform that you use (eg Mac or Windows), the browser that you use (eg Microsoft Explorer or Netscape) and what domain you are accessing our sites from.

We use Cookies to:

1. Track traffic patterns to our site
2. Ensure that the most relevant content is being shown
3. Allow you to enter certain site member services without having to log in each time you visit

If you would rather we did not use cookies with you, you can refuse them by turning them off in your browser and/or deleting them from your hard drive. You will still be able to visit our sites.

### What about third-party cookies?

Third-party vendors, including Google, use first-party cookies (such as the Google Analytics cookie) and third-party cookies (such as the DoubleClick cookie) together to inform, optimise, and serve ads on the internet based on someone's past visits to our website. Personally identifiable information is not stored by us or any third-parties.

You are free to opt out of Google's use of cookies by visiting [Google's Opt Out Page](#).

Alternatively, you can opt out of a third-party vendor's use of cookies by visiting the [Network Advertising Initiative opt-out page](#).

### What about our advertisers and business partners?

This Privacy Policy only relates to our sites. You should be aware that we are not responsible for the practices of our advertisers or business partners. Our site may contain links to other sites. You should check their privacy policies before providing personally identifiable information to them or any other third party.

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### Opting in and opting out

You have the option to opt in to certain services and to opt out of those services at any stage. This means you may change your mind at any stage about participating in any of our services.

### Can we change this policy?

In order to reflect the fact that our business is growing constantly, we reserve the right to change this policy at any time. We will notify site users of any changes to the Privacy Policy.

### Your right to access our information

The Privacy Act of 1993 gives you the right to access and correct your personal information. You can now manage your email preferences by logging into your dashboard. Or to find out more about how to do this, please email us at the "XYZ Association". Alternatively, mail your corrections for the attention of {name and position} at the "XYZ Association", PO Box XXXXX, XXXX.

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### Do Not Mail / Do Not Call Privacy Statement

We collect your details solely for the purpose of notifying marketing organisations that you do not wish to receive unsolicited addressed mail and/or phone calls. Your details are securely stored by our database service provider, XXXXX Software. They are only made available to responsible organisations for the purpose of deleting you from their Mail and/or phone campaigns. They are prohibited from using your information for any other purpose. You may update or access your information at any time by email or writing to us at P.O.Box XXXXX, XXXXX.

## Sample TWO - "XYZ Association" Privacy Statement

*Last updated XXXX 20xx*

### Background and Scope

The "XYZ Association" is committed to protecting the privacy of the personal information it collects and receives. We are required to comply with the New Zealand *Privacy Act 1993* ("the Act").

This policy explains how "XYZ ASSOCIATION" collects, uses, discloses and otherwise handles personal information relating to individuals, whether or not they are members. It also explains how you can ask to access and correct the personal information we hold about you or complain about any suspected privacy breach. Nothing in this policy limits any of our other obligations at law.

### Collection of Personal Information

"XYZ ASSOCIATION" is required to collect personal information in accordance with the Act. Where possible we will collect personal information we require directly from you or as authorised by you.

Personal information we hold may include, but is not limited to, your name, address, telephone numbers, e-mail addresses, course attendance, and information we require to perform our services for you.

Personal information entered into the "XYZ ASSOCIATION" databases will not be used or disclosed by us, except as authorised by you to perform our services for you.

Should you choose not to provide personal information or authorize its disclosure we may not be able to provide you with the services you require at a sufficient level that we regard as important for performing at best practice.

We may collect personal information:

- from the information supplied by you to "XYZ ASSOCIATION"
- in conversation and communication with you or your representative
- from publicly available sources of information
- when we are required to do so by law
- from our own records of your membership with "XYZ ASSOCIATION"

Where "XYZ ASSOCIATION" collects your personal information, "XYZ ASSOCIATION" will take reasonable steps to notify you of:

- the purposes for which we are collecting the information
- the third parties to whom we may disclose the information of that kind
- how to access and correct personal information and make privacy complaints

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“XYZ ASSOCIATION” will only collect sensitive information where it is reasonably necessary for our core functions or activities. For example, we may collect:

- emergency contact information in case of injury while attending a “XYZ ASSOCIATION” event
- information about dietary requirements/disability factors for events and conferences

“XYZ ASSOCIATION” will enable you to access our website and make general telephone enquiries without having to identify yourself. “XYZ ASSOCIATION” also enables you to respond to our surveys anonymously.

### **Cookies Through the “XYZ ASSOCIATION” Website**

Most internet browsers are set to accept cookies. If you prefer not to receive them, you can adjust your internet browser to reject cookies, or to notify you when they are being used. Rejecting cookies can, however, limit the functionality of our website.

### **Google Analytics**

“XYZ ASSOCIATION” has enabled the Google Analytics Demographics and Interest Reporting functionality available through Google Analytics. You can also find out more from [Google](#).

### **Use and Disclosure of Personal Information**

Your personal information may be used by us to:

- provide products and services to you
- collect payments and to administer your membership
- provide you with updated or new information about our products and services
- enable our service providers to provide products and services to you
- develop existing and new products and services
- maintain and update our business infrastructure and systems
- promote our other products and services to you

In providing our products and services, or collecting and using your personal information, your personal information may be disclosed to third party organisations including:

- information technology service providers
- conference organisers
- marketing and communications agencies
- mailing houses, freight and courier services
- printers and distributors of direct marketing material
- our legal, accounting, financial or other professional advisors

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- regulatory, government and other authorities as required by law
- international bodies with which we have mutual recognition agreements (for example, CPID to confirm a member's membership status)
- members of "XYZ ASSOCIATION" committees such as the National Board, Branch Committees and advisory committees

### Opting Out

By providing us with your contact details, your consent to receive communications will remain current until you advise us otherwise. However, you can opt out at any time through the following channels:

- By Mail - "XYZ ASSOCIATION", PO Box XXXX, XXXX
- By Email - XXXXXXX@"XYZ Association".org.nz
- By telephone – +64 X XXX XXX
- use the unsubscribe facility that we include in our electronic messages such as emails

### Unsolicited Information

Unsolicited personal information is personal information we receive that we have taken no active steps to collect. If the information we receive is not required for "XYZ ASSOCIATION" to perform one or more of our services or activities, "XYZ ASSOCIATION" will destroy or remove anything that could identify you from the information as soon as practicable.

### Quality of Personal Information

"XYZ ASSOCIATION" takes reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

We recommend that you:

- review/update your information held in your Profile on a regular basis; or
- let us know if there are any errors in your personal information so we can update your Profile

### Security of Personal Information

We take reasonable steps to protect your personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

You can also help to protect the privacy of your personal information by keeping passwords secret and by ensuring that you log out of the website when you have completed your transaction. If you become aware of any security breach, please contact "XYZ ASSOCIATION" head office as soon as possible.

We will take reasonable steps to destroy or permanently remove anything that could identify you from personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

"XYZ ASSOCIATION" is not responsible for the privacy or security of third party websites that you access via links on the "XYZ ASSOCIATION" website.

### **Access to Personal Information**

You are able to access your personal information that we hold, except as provided for in the Act. To obtain access to your personal information, write to the "XYZ ASSOCIATION" National Office requesting your personal information and confirming your identity and we will provide it to you. We reserve the right to charge a reasonable fee for the provision of this information. If we refuse your request, or if we refuse to give you access in the manner you requested, "XYZ ASSOCIATION"'s policy is to provide you with written confirmation of the reasons for our refusal and the available complaint process.

You can find out more information about your rights, including processes for making complaints regarding privacy matters, at the website for the Office of the Privacy Commissioner [www.privacy.org.nz](http://www.privacy.org.nz).

Members can access and update their contact details by logging in to the member-only area of the website. For any personal information that can't be accessed and corrected through website please contact "XYZ ASSOCIATION" head office.

### **Complaints**

If you have a complaint about how "XYZ ASSOCIATION" has collected, stored or used your personal information, please contact the "XYZ ASSOCIATION" head office. We will endeavor to respond within five business days.

If your complaint is unable to be resolved within five business days, "XYZ ASSOCIATION" will advise you in writing including letting you know when we expect to provide our response.

Please contact "XYZ ASSOCIATION" if you have any queries about the personal information that "XYZ ASSOCIATION" holds about you or the way we use or disclose that personal information. Our contact details are set out below.

### **Contact Us**

"XYZ Association"

XXXXX

XXXXX

+64 X XXX XXXX

"XYZ Association"@ "XYZ Association".org.nz

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## Sample THREE - "XYZ Association" Privacy Statement

In this Privacy Statement, the term "Personal Information" has the same meaning as in the Privacy Act 1993

"XYZ ASSOCIATION" is committed to protecting the privacy and security of the personal information which it holds about you.

The Personal Information which you provide us with in your application/registration form will be used by "XYZ ASSOCIATION" to:

- process and manage your application for "XYZ ASSOCIATION" membership and/or "XYZ ASSOCIATION" event registration
- ensure your compliance as a "XYZ ASSOCIATION" member or "XYZ ASSOCIATION" event participant with "XYZ ASSOCIATION"'s Constitution, Rules and by-laws
- conduct in-house market research in order to identify and analyse the ongoing needs of "XYZ ASSOCIATION" members and/or "XYZ ASSOCIATION" event participants
- provide you with access to online membership services, other member benefits and access to and information about a range of special offers, products and services.

If you do not provide us with this personal information, we may not be able to process your application/registration.

"XYZ ASSOCIATION" may disclose the personal information which you provide us with in this form to external service providers to whom we have contracted out functions, such as printers and mailing houses, but only for the purposes of providing membership services.

Upon acceptance of your application to "XYZ ASSOCIATION", your contact details may be passed on to your local "XYZ ASSOCIATION" Regional Coordinator. Your Regional Coordinator will only use these details to contact / update you about any local College activities.

You have the right to access any personal information which "XYZ ASSOCIATION" holds about you, subject to the exceptions in the Privacy Act 1993. You may also request the correction of information which is inaccurate. Access and/or correction requests can be made through "XYZ ASSOCIATION"