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**STANZ PRIVACY POLICY**

**Why:** As an organization and a website that collects, handles and processes data, we

are required under the Privacy Act 2020 to have a Privacy Statement.

Our statement outlines how STANZ complies with the law, how we use the

Information that we collect from you and why we collect it.

Please refer to the STANZ website to read the Privacy Policy.

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**STANZ PRIVACY POLICY**

The Science Technicians Association of New Zealand (hereafter called STANZ) complies with the Privacy Act 2020 (the Act) when dealing with personal information.

This policy sets out how we collect, use, disclose and protect your personal information using the 13 principles as set out by the Act and how we comply with our obligations under the Act.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

This Policy was created January 2022.

**COLLECTING INFORMATION:**

We collect personal information about you from you when you choose to join STANZ.Inc.

We only collect the necessary personal information required to carry out and supply our services.

Information collected is usually limited to name, email address, phone number and school details.

This information is usually collected via the website registration process but may also be collected via email or telephone call.

We will not ask other parties for personal information about you. All data collected will only be provided by you.

By registering you give STANZ Permission to collect and use the information you provided.

This information is entered onto our database and stays with STANZ. It will never be directed to a third party without your permission or knowledge except for STANZ election purposes.

We use personal information only for the purposes for which it was obtained.

We only keep information for as long as it is needed and for the purpose for which it was obtained.

Upon written notification of your decision to leave STANZ Inc any information collected about you will be deleted.

**HOW INFORMATION IS USED:**

We will only use your personal information:

* To verify your identity.
* To communicate with you and to receive communications from you, including a complaint.
* To email the Newsletter, Tech Tonic, if subscribed.
* To send invoices as necessary.
* To conduct research and statistical analysis (on an anonymized basis).
* To protect and/or enforce our legal rights and interests, including defending any claim.
* For any other purpose authorized by the Act or by you.
* For election purposes in order to conduct and ensure an impartial and confidential election process your details (email address) may be shared with an external organization.

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**DISCLOSING INFORMATION:**

We will never disclose your information to any member of the Association or any third party unless authorized by you in writing.

We do not disclose information without the consent of the individual unless:

* It is already publicly available.
* The right to privacy is overridden by other legislation or,
* It is necessary for the protection of individual or public health safety
* For STANZ election purposes

**PROTECTING INFORMATION:**

We will take all reasonable steps to keep your information safe from loss, unauthorized activity, disclosure or other misuse.

We do this by:

* limiting access to the database to current serving STANZ Executive members and their representatives only.
* Ensuring regular password changes.

While we take reasonable steps to maintain internet security, any personal information provided over the internet is at your own risk.

If you follow a link from our website to another, the owner of that website should have their own Privacy Policy relating to personal information. We suggest you review that site’s policy before providing any personal details.

If you feel your Privacy has been breached, please contact STANZ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

detailing the nature and reasons for the complaint.

Can add a link here to a dedicated Breach of Privacy complaints form if needed

Any Privacy breaches will be reported by the Privacy Officer who will be appointed at the AGM.

In the case of a breach of Privacy, the Privacy Officer will endeavour to contain and assess the breach, notify those involved and upon investigation instigate procedures to ensure agreeable outcomes and that the breach does not happen again.

**ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION:**

We aim to foster and maintain trust and transparency.

Subject to certain grounds for refusal as set out in the Act, you have the right to access your readily retrievable personal information that we hold and request a correction to that personal information.

Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

If the correction is deemed reasonable and we are reasonably able to change the personal information, the correction will be made. If the correction is not made, notes will be made to that effect.

If you wish to exercise your right to change your information, please email us at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your email should provide evidence of who you are and set out the details of your request.

**CONTACTING US:**

If you have any questions about this privacy policy, our privacy practices, or if you would like access to, or correction of, your personal information, you can contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_