

## Privacy Policy

Your privacy is important to us at New Zealand Choral Federation 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, in accordance with the Privacy Act 2020, 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

As part of our operations at New Zealand Choral Federation we may gather certain types of information from our members, donors, supporters and other individuals with whom we connect:

- Personally Identifiable Information. This is provided by you when you register for services that we may offer. Examples of these services include membership, events and our email communications. Providing this information will always be optional for you. However, some services may not be available to you if you chose not to provide it.
- Aggregated Data. This information is generated by our systems as they track traffic through our websites and registration system. 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

We will not, in the normal course of business, share the information that we collect with any third parties. The information may be hosted with a service provider. Our agreements with them protect the information that we collect from any use by them that we have not authorised. 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. If we have your prior permission (which we would ask for at the time of collection), we may share the information with specified third parties. Social Service Accreditation may view client information during assessments.

### WHAT ELSE WE DO WITH THE PERSONALLY IDENTIFIABLE INFORMATION

We have collected this information in order to provide the best possible service to you. To this end we may use the information that you provide for the following purposes:

- 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, or market research that we might undertake.
- For any other purposes for which you have given permission.

## COOKIES

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

- Track traffic patterns to our site.
- Ensure that the most relevant content is being shown.
- 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 website.

## MEMBER CHOIRS, ADVERTISERS AND SPONSORSHIP PARTNERS

This Privacy Policy only relates to New Zealand Choral Federation. You should be aware that we are not responsible for the practices of our member choirs, advertisers or sponsorship 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.

## OPTING IN AND OPTING OUT

You will always 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 organisation 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 YOUR INFORMATION

In accordance with the Privacy Act 2020, you may request access to, correction of, or the deletion of your personal information. We will act on your request promptly, subject to any legal obligations we may have to retain certain records (such as financial data). To find out more about how to do this, please contact our Chief Executive, Christine Argyle: [ceo@nzcf.org.nz](mailto:ceo@nzcf.org.nz) or our Finance and Membership Manager, Ann Gibbard: [office@nzcf.org.nz](mailto:office@nzcf.org.nz)

## SECURE DISPOSAL OF PERSONAL INFORMATION

NZCF will retain personal information only for as long as it is required for lawful business purposes and will take all reasonable steps to securely dispose of or delete personal information once it is no longer needed.

## REPORTING OF PRIVACY BREACHES

In accordance with the Privacy Act 2020, NZCF will notify the Office of the Privacy Commissioner of any privacy breach that has caused, or is likely to cause, serious harm, and will also notify affected individuals as soon as practicable. Notification will occur within 72 hours of becoming aware of a notifiable breach, consistent with guidance from the Privacy Commissioner.