

Addington Neighbourhood Association Privacy Statement 2023

Your privacy is important to us.

Our privacy Statement sets out how and why the ANA collects and stores your personal information, what we will use it for , and with whom we can share it.

This Privacy Statement has been prepared in accordance with our obligations, and your rights under the Privacy Act.

Why does the ANA collect your information ?

We may collect personal information for a function or activity of the ANA, such as providing you with our services.

What information does the ANA collect ?

This personal information may include your name, date of birth, address, email address, or telephone number , where relevant.

Information about your driver's licence and vehicle is collected if you hire a community trailer from us.

Information about your finances or an organisation you belong to will be collected if you apply for a grant from us

We may also retain copies of your communications with us.

How we collect personal information:

Wherever possible, your personal information will be either collected directly from you, or from someone you authorise to provide us with your personal information.

We may keep a record of any information you send us, or you receive from us.

We may collect information when you:

- * communicate with us in person, by letter, phone or electronically.
- * complete or submit forms or applications for membership, trailer hire, or apply for a grant.
- * use or register for any of our services eg. purchasing a Local Lives book or an Addington t-shirt .
- * submit a written submission, request, or other feedback.
- * follow or post comments in response to our social media or other online communications.

Please be aware that this is an indicative list of examples only.

We may collect personal information about you from other organisations, entities or persons to fulfil a necessary activity. These might include gathering information to validate and assess a grant application.

How we use your information:

The personal information we collect from you, or someone acting on your behalf, may be used for any of the following purposes:

- * to provide you with services you have requested.

- * to confirm your identity. This is to ensure we provide you with appropriate and relevant services and information, and to avoid inappropriate release or use of your information.
- * to process any application for trailer hire or a grant.
- * to sell you a book or a t-shirt
- * to respond to your correspondence, requests, enquiries or feedback.
- * to update any information that we currently hold about, or in connection with, you in our existing records, database or systems.
- * to comply with relevant laws and regulation.
- * for any specific purpose that we notify you of at the time when your personal information is collected.
- * to provide you with information about our meetings, events or services that we think may interest you.
- * for any other purpose that you authorise.

Sharing your information

Information will only be shared with your consent, or where there is a statutory requirement to share it.

We may disclose personal information about you to:

- * any person engaged by the ANA to provide products or services to you on our behalf, where your personal information is necessary for the provision of those products or services.
- * a third party, if we are required to do so under laws or regulations, or in the course of legal proceedings or other investigations. This may include sharing information with the NZ Police or other public sector agencies where criminal activity is reported or suspected.
- * any person we may notify you of at the time we collect your information, and any person to whom you authorise us to disclose personal information.
- * our auditors/accountants, who may see your personal details in the course of their audit

Any member's name, address, telephone number and email will be shared with other ANA members on a membership list, unless you request part of that information be withheld.

Some information we hold about , or in relation to, you may be made available to the public, such as a successful grant application.

How long do we hold personal information ?

We may retain personal information we collect for as long as administratively necessary, or required by law. This is in accordance with the ANA's information retention and disposal schedule or applicable statutory requirements.

If you do not provide requested personal information

If you do not provide all the personal information that we request, we may not be able to adequately respond to your correspondence, process any application you have submitted, provide the services you have requested, or otherwise deal with any requests or enquiries you have submitted.

In some circumstances, you are legally obligated to provide information and the ANA is fulfilling a statutory requirement.

Security and accuracy

Most of our forms are filled out on paper and the information is not stored on a computer. Therefore, they are less likely to be subject to internet data theft, phishing scams, misuse, unauthorised access , use, modification or disclosure.

We will also undertake reasonable measures to ensure personal information is accurate, current, relevant and kept safe.

Should personal information security be breached, once we are aware of it, we will work through the following four key steps:

- * contain the breach
- * assess the risks of the privacy breached
- * notify those people who are at risk of harm because of the breach
- * prevent further breaches

Accessing and correcting your personal information

You can ask us to confirm whether we hold any personal information about you, and you may request access to your personal information by

emailing addingtonhistory@xtra.co.nz or addington.neighbourhood@gmail.com

Or, write to: the ANA Privacy Officer, 21 Church Square, Addington, Christchurch 8024
Check out the Privacy Commissioner's "About Me " tool.

Once we have verified your identity, we will provide you with confirmation and access to your information, unless we have to withhold the information under the Privacy Act.

You can ask us to correct the personal information we hold by emailing us at addingtonhistory@xtra.co.nz or addington.neighbourhood@gmail.com .

If we agree that your personal information needs to be corrected, we will provide you with an amended record, if requested.

Your right to access and correct any personal information we hold is subject to the Privacy Act.

Questions and complaints

If you feel we have breached any of the principles set out in the Privacy Act or have a privacy issue you wish to discuss, please contact us via

addingtonhistory@xtra.co.nz or addington.neighbourhood@gmail.com

If you believe there is a privacy dispute we cannot resolve, you can make a complaint to the Privacy Commissioner, who can investigate potential breaches of the privacy principles.
You can contact the Privacy Commissioner by:

Phone: 0800 803 909 (Monday to Friday, 10.00am-3.00pm)

Email : enquiries@privacy.org.nz

Post: Office of the Privacy Commissioner, PO Box 10094, Wellington 6143

(This statement has been adapted from the CCC Privacy Statement.)