

Privacy Policy for Lions Club of Rangiora Incorporated.

Statement:

The Lions Club of Rangiora (the Club) is an incorporated society. The Incorporated Societies Act 2022 demands personal information of members to be stored by the Club. As such the club is covered by the Privacy Act 2020.

The Privacy Act only applies to personal information. This is information about an identifiable, living human being. Information doesn't have to be sensitive or private to be personal information. Anything about a person is personal information.

Disclaimer:

1. Information that is available in the public domain (eg white pages, electoral register) is not deemed to be private and therefore not covered under this policy.
2. Information the Club might receive classified as 'unique identifiers', such as IRD numbers, bank client numbers, driver's license and passport numbers, the Club will not store and will never disclose.
3. Information might be disclosed or used (even without the member's consent) which the club does not anticipate, for example, if there is a criminal investigation or court case.

Use and disclosure:

1. The Club will protect the needs and rights of members' personal information by adhering to this policy.
2. This policy applies to all members and past members (members).
3. All members are responsible for ensuring this policy is followed.
4. Personal information can be held in various forms, in minutes of meetings, newsletters and correspondence, and on membership databases, websites and so on.
5. Only names and phone numbers on membership lists or directories may be distributed to members, and only in connection with club membership.
6. The club may use the stored (email) addresses to send information to members re our club's activities or relating to such activities.
7. The club may not use any personal information for any other purposes such as direct marketing or for soliciting donations to other organisations.
8. The club will ensure that accurate information is kept by using the annual subscription notices to encourage members to check their details and send in corrections, updates, or changes of address.
9. The club will keep information only for as long as it is required for its lawful purpose and will usually remove the details from contact lists once the member has resigned from the Club.

Privacy officer:

The club will appoint a Privacy Officer. Usually the Membership Secretary.

The Privacy Officer takes responsibility for knowing how the Club needs to handle personal information so that it can do its job while protecting privacy at the same time.

A member may request in writing to the Privacy officer that their information or images won't be published or posted on the Club's communications.

Access to information:

Members have a right to access information about themselves. This includes material like:

References to the person in minutes of a meeting;

Correspondence that the person has had with the Club;

Decisions made about the person;

Details of complaints made about the person.

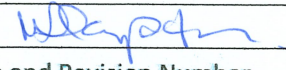
Storage and security:

It is the Club's endeavor to have reasonable security safeguards to prevent unauthorized use or unauthorized disclosure of personal information. Only the president, editor and the membership secretary have access to the database, email account, website, Facebook page, and other electronic means, but may authorize another member of the Club's committee, for the purpose of sending messages, newsletters, posting on FB and other communications. Using blind copy and limited identification where possible.

Complaints processes:

1. Enquiries re breaches of the Privacy Act should be put in writing to the Club, to facilitate resolution of the issue. The Club will deal with any requests or complaints as soon as possible in accordance with the Act.
2. Further help can be received by contacting the Privacy Commissioner, if they believe that the Club has breached the Privacy Act. By phoning the enquiries service 0800 803 909, or emailing: enquiries@privacy.org.nz or writing: the Privacy Commissioner, PO Box 10-094, Wellington, 6140.

If a person does make a complaint, the Commissioner encourages the person and the Club to think about how their dispute can be resolved. If the Club has made a mistake, the Commissioner may be able to give some advice about how to put things right, and to check that the same mistake won't happen again.

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