

PRIVACY POLICY

Photographic Society of New Zealand (PSNZ) Inc.

1. Purpose

This Privacy Policy explains how PSNZ collects, holds, uses, discloses, stores, protects and disposes of personal information in compliance with the Privacy Act 2020.

2. Scope

This policy applies to all members, volunteers, contractors, role applicants, event attendees, website users, suppliers and any other individuals whose personal information PSNZ collects.

3. Whose personal information we hold

We may collect personal information about:

- members.
- elected officers and officials.
- volunteers.
- people who attend our events, training sessions, workshops or seminars.
- individuals who subscribe to newsletters or other communications.
- suppliers, contractors and business contacts.
- job or role applicants.
- website users.
- other individuals who have asked us to provide them with information about PSNZ.
- any other information voluntarily provided to us.

4. What personal information we collect

We collect personal information directly (e.g., when you join PSNZ, register for events, subscribe, apply for roles, contact us) and indirectly (e.g., via our website or third-party providers). Types of information may include:

- **identity and contact:** name, postal address, email, phone number.
- **membership details:** membership status, membership dates, competition entries.
- **financial:** payment and invoicing details for subscriptions and event fees.
- **preferences and special requirements:** photographic interests, areas of specialisation, dietary or access requirements (sensitive information collected only when necessary and with explicit consent).
- **event data:** registrations, attendance records.
- **communications:** records of emails and phone calls.
- **technical:** login credentials, web-account details, IP addresses, cookies and analytics.
- **other:** any other personal information you choose to provide.

5. Purpose

We collect and hold your personal information for the following purposes:

- managing membership records.
- communicating with members and stakeholders.
- organising events, training, competitions and managing registrations, payments and attendance.
- sending newsletters, updates, and information about PSNZ's activities (where you have consented, or another lawful basis applies).
- processing payments and financial transactions.
- maintaining our website and providing online features.
- complying with legal obligations.
- planning, reporting and analytics to assist PSNZ to operate effectively.

PSNZ collects and uses personal information where necessary to provide membership services, to perform contracts, to comply with legal obligations, for legitimate organisational interests, or where we have obtained consent. Where we rely on consent (for example for marketing), you may withdraw consent at any time by contacting the Privacy Officer or using the unsubscribe link in our communications.

6. Storage and Security

We will take reasonable steps to protect personal information from loss; unauthorised access; misuse; alteration or disclosure.

Measures include access controls, restricted authorisation, secure cloud services, and regular review of security arrangements.

Information may be stored:

- electronically (e.g. cloud storage, databases).
- physically (e.g. printed forms, records).

Access is restricted to authorised personnel. PSNZ will review security measures regularly and update them as required.

7. Retention and disposal of personal information

We will not keep personal information longer than necessary for the purpose it was collected. Retention decisions consider the nature of the information, legal or regulatory retention requirements, and whether the information is still needed.

Once no longer required, personal information will be securely destroyed or irreversibly anonymised.

Retention examples (summary):

- membership records: retained for 7 years after membership ends.
- financial/payment records: retained for 7 years for tax and audit purposes.
- event registrations and attendance lists: retained for 2 years unless longer retention is required for safety, legal or reporting reasons.

A full retention schedule is maintained by the Privacy Officer and is reviewed annually.

8. Access and correction

Under the Privacy Act 2020 members or individuals have the right to:

- request access to their personal information.
- request correction of their information.

Requests should be made to the Privacy Officer (contact details in Section 14). PSNZ will acknowledge receipt of a request within 5 working days and will respond within 20 working days or advise if an extension is required. We may require proof of identity before releasing personal information. If we refuse access or correction, we will provide reasons and information about how to complain.

9. Use and disclosure of personal information

We will not use or disclose your personal information for purposes other than those set out in this policy, except with your consent or as required by law.

In addition, PSNZ engages third-party providers to perform services on our behalf. PSNZ requires third-party providers to implement appropriate privacy and security measures and to contractually commit to confidentiality, data security, and prompt notification to PSNZ of any data breach affecting PSNZ data. Contracts will include restrictions on onward transfers and, where relevant, specific safeguards for overseas transfers.

PSNZ may transfer personal information to service providers located overseas (for example cloud hosting or payment processors). We will only transfer personal information where appropriate safeguards are in place (for example contractual protections, encryption, or provider security certifications) and where transfers comply with the Privacy Act 2020.

10. Cookies and website tracking

Our website uses cookies and other tracking technologies to improve your experience, analyse site usage and support our online services. Cookies record information about your online preferences and may collect demographic information that is not personally identifiable. You can disable cookies via your browser settings.

11. Changes to this policy

We may review and update this Privacy Policy from time to time (for example to reflect changes in the way we use personal information). We will publish any significant changes on our website and, where appropriate, notify you directly.

12. Complaints and further information

If you believe we have breached the Privacy Act 2020 in relation to your personal information, you may contact us at the address below (see Section 14). If you are not satisfied with our response, you also have the right to contact the Office of the Privacy Commissioner ("OPC") in New Zealand. Their contact details are available at <https://www.privacy.org.nz>

13. Breach notification and response

PSNZ takes privacy breaches seriously and maintains a breach response process. On discovering a suspected privacy breach we will: detect and contain the breach; assess the risk of harm to affected individuals; take remedial action to secure data and prevent further disclosure; and document the incident and actions taken.

If the breach is likely to cause serious harm to any affected individual(s), PSNZ will notify those individuals and the Office of the Privacy Commissioner without undue delay and will provide the information required by the Privacy Act. PSNZ will also take steps to mitigate harm and will review and update controls to reduce the risk of recurrence.

PSNZ maintains a breach response checklist that sets out roles, timelines and notification templates. The Privacy Officer will lead the response, and PSNZ will document the breach, assessment of harm, remedial actions and notifications.

14. Privacy Officer and Contact Details

PSNZ has appointed a Privacy Officer responsible for privacy compliance, handling access and correction requests, and managing privacy breaches.

Contact details

Photographic Society of New Zealand (Inc)

Privacy Officer email: privacy@photography.org.nz

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