

# Privacy

The privacy policy enables us to promote and protect the privacy of all individuals associated with Drama New Zealand i.e. members, presenters, tutors, committee members, school learners/students, member-school staff and any others.



This policy follows the key principles of the Privacy Act 2020, which describe how we may collect, use, and store personal information. The Act also created the position of Privacy Commissioner to administer it. Among the many functions of the Privacy Commissioner's Office is that of investigating any alleged breaches of the Privacy Act. This policy requires that there be a privacy officer who deals with requests for personal information, and who, if required, liaises with the Privacy Commissioner in any investigations. Within Drama NZ, the role belongs to the President. The policy gives us guidelines (see below) about:

- how we collect and store information
- what information we collect
- how we use and disclose information about individuals
- how individuals may access information relating to them that is held by Drama NZ
- how we can communicate with members and industry affiliates

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## Legislation

- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989

## Supporting Resources

- [Office of the Privacy Commissioner](#)
- [Department of Internal Affairs](#)

***For most purposes, the best guide is to use good sense and to treat information about people with great respect. When in doubt, seek advice from the Association's privacy officer or the Office of the Privacy Commissioner. See our Privacy Guidelines below for detailed information.***

# Privacy Guidelines

The Privacy Act 2020 is primarily concerned with good information handling practices, and is made up of 13 information privacy principles. The following guidelines apply these principles.



***The number in brackets [ ] after each guideline refers to the relevant information privacy principle.***

- When we collect personal information about an individual, we make known the purpose of collecting it, who will have access to it, and whether it is compulsory or optional information. We advise that individuals have the right to request access to, and correction of, their personal information.
- We only collect personal information:
  - for purposes connected with the function of Drama NZ, and only when it is necessary to have this information [1]
  - directly from the person concerned, or, if a student, their parent or guardian, unless it is publicly available from elsewhere, or the person's interests are not prejudiced when we collect the information from elsewhere [2]
  - in a transparent and respectful manner. [1,3,4]
- We have reasonable safeguards in place to protect personal information from loss, unauthorised access, use, or disclosure. These safeguards include the use of centralised storage of Drama NZ materials with access only granted to named and identified committee members. We may require volunteers and third party contractors to sign confidentiality agreements. [5]
- If an individual wants access to information we hold about them, we provide it. Individuals may request correction of this information or, when not corrected, that a record of the request is attached to the information. [6,7]
- We take reasonable steps to make sure personal information is correct, up to date, relevant and not misleading. [8]
- We only keep information for as long as it is needed, and for the purposes for which it was obtained. [9]
- Information is only used for the purposes for which it was obtained except in certain circumstances (for example, for statistical purposes where the person's identity is not disclosed). [10]
- We safeguard all information and we do not release that information to third parties unless we are allowed, or required, to release information by law.
- As a general rule, information about any person is not given to a third party without the person's knowledge, unless:
  - the information is already publicly available
  - it is being passed on in connection with a purpose for which it was obtained.
  - the right to privacy is overridden by other legislation
  - it is necessary for the protection of individual or public health and safety. [11]
- By becoming an associate or member of Drama NZ, you provide explicit consent for us to send you email communications. You can unsubscribe from our email list at any time by following the "unsubscribe" link included in our emails, or by contacting us directly.
- We aim to strike a balance between keeping you informed and respecting your inbox. Our email communications will be sent at reasonable intervals, and we will not inundate you with excessive emails.