PRIVACY POLICY

Ratified by the board: 12/12/24

Policy Purpose

Te Tira Ahu Pae respects the privacy of individuals and complies with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see privacy.org.nz.

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy. You will be notified of significant changes through a notice on the website or by email if you are a registered member.

For the purposes of the Privacy Act 2020, the agency that is collecting and holding your personal information is:

Te Tira Ahu Pae Incorporated
Level 1, Student Centre, Student Services Building
Massey University, Tennent Drive,
Turitea Campus,
Palmerston North 4474

We are committed to providing clear and transparent information about how we manage your personal information in compliance with the Privacy Act 2020, Section 3.

Responsibility

All staff, student representatives, and anyone working in a voluntary capacity for the Te Tira Ahu Pae are required to adhere to this policy.

Operating Procedures

Services

Te Tira Ahu Pae is the students' association for Massey University providing representation and services to all Massey University students. This includes advocacy support, hardship grants, class representatives, clubs and club grants, events, representation, and volunteering.

Personal Information Collection

Collection of data will only be via authorised association accounts.

Authorised accounts are official communication platforms or systems managed and approved by Te Tira Ahu Pae for collecting and managing personal information. This excludes any personal accounts used by staff, student representatives, or volunteers

We collect personal information about you from:

- You, when you sign up as a member on our website or by other means
- When you utilise any of our services in person or via online platforms
- If you contact us directly via telephone, email, or other similar methods
- Third parties where you have given us authorisation to do so or where this information is publicly available
- When you sign up to or attend one of our events or workshops
- When you participate in our surveys or competitions

Personal information that we collect may include:

- Name
- Student ID
- Contact Information – email, phone etc
- Driver licence information (Te Tira Ahu Pae vehicle use)
- Courses that you are studying (Class Representatives)
- Financial information and other self-identifying information including bank account information if applying for a hardship grant
- Other self-identifying personal information if seeking assistance from Te Tira Ahu Pae's Advocacy Service
- Bank account information if seeking financial payment or reimbursement from the Association, e.g. Clubs

By using our services, you agree that all information you submit, upload, display or post to our services or website (and that we collect about you) is accurate.

How we use your personal information

We will use your personal information:

- To verify your identity and enrolment status at Massey University to confirm eligibility to Te Tira Ahu Pae membership
- To contact you regarding Association services
- To provide Association services to you
- To respond to communications from you, including any complaints
- To conduct surveys
- For any other purpose authorised by you or the Act.

Access to your personal information

Access within the Association to your personal information will be limited to the respective staff members and student representative members who require it to do perform their roles. All staff and student representatives sign confidentiality clauses.

We may disclose your personal information to:

- Massey University staff provided you have authorised this
- Any business that supports our services and products, including any including IT service providers, cloud storage services, or data hosting facilities that we use.
- Any other person authorised by the Act or another law
- Any other person authorised by you

Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

Where your personal information is stored in a cloud-based service, we will take all reasonable steps to ensure that they have adequate security and privacy safeguards.

Association laptop computers are encrypted.

You are responsible for keeping any passwords that you use to sign on to our online platforms confidential and must not share them with anyone else.

How long we keep your personal information

We will keep your details on our membership database for the academic year in which you sign up. We will contact you to remind you to sign up for the next academic year.

We keep advocacy cases notes for 3 years. We keep accounting records for 7 years.

You authorise us to hold your data to provide you with services as per our purposes.

Accessing and correcting your personal information

You have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

Internet Use

Our website is protected by an SSL Certificate (Secure Sockets Layer) to maintain a secure internet connection. You will see a padlock in the URL bar of the browser. However, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

If you post to our social media sites, you acknowledge that the information you post is publicly available.

Use of personal image

The Association regularly takes photographs or video at its events. A sign is displayed that this action is occurring. If participating in a public event of this nature, you accept that your image may be used. This applies particularly to group images or individual images that you have requested are taken, e.g. events where we have a photobooth.

We will act on reasonable requests to remove photographs from our website/social media.

If you are a student representative or are volunteering for the Association or we have asked to take a photograph of you for our purposes, we will ask you to sign a media consent form.

Contacting the Association about your information

The Privacy Officer for Te Tira Ahu Pae is the General Manager.

For any questions regarding this policy or re use of your personal information contact:

- Te Tira Ahu Pae General Manager gm@tetiraahuepae.ac.nz