

PRIVACY POLICY (NEW ZEALAND)

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Effective date

20/8/18

Prepared by

Corporate Governance on 20th August 2018

Authorisation

This Policy was authorised by Corporate Governance on 20th August 2018

Policy owner

Corporate Governance

HostPolicy@hostinternational.org.au

Version history

Version Number	Date Revised	Revision Description	Approval	Date Effective

1. Policy Statement

HOST will ensure this policy is available on the website and can be provided by other means, if required, to fulfil individual requests.

HOST will endeavour to translate this policy into other languages, if required.

Copies of this policy can be requested by contacting HOST using the details below:

HOST International
P.O Box 300696
Albany, Auckland 0752
New Zealand
Email: privacy@hostinternational.org.nz

HOST may change or update this policy from time to time by uploading a revised policy onto the website. The change will apply from the date that HOST uploads the revised policy.

2. Collection of Personal Information

- 2.1 Personal Information will only be collected for a lawful purpose that is connected with a function or activity of HOST and the collection of the information is necessary for that purpose.
- 2.2 Where personal information is to be collected, HOST will collect the information through lawful and fair means, and in a manner so not to intrude, to an unreasonable extent, upon the personal affairs of the individual concerned.
- 2.3 Personal information will be collected directly from the individual concerned, subject to the provisions set out in subclause 2.4.
- 2.4 It is not necessary for HOST to comply with subclause 2.3 if HOST believes, on reasonable grounds:
 - (a) that the information is publicly available information; or

- (b) the non-compliance is authorised by the individual concerned; or
 - (c) the individual concerned authorises collection of the information from someone else; or
 - (d) that non-compliance would not prejudice the interests of the individual concerned; or
 - (e) that non-compliance is necessary -
 - i. to avoid prejudice to the maintenance of the law by any public-sector agency, including the prevention, detection, investigation, prosecution, and punishment of offences; or
 - ii. for the enforcement of a law imposing a pecuniary penalty; or
 - iii. for the protection of the public revenue; or
 - iv. for the conduct of proceedings before any court or tribunal (being proceedings that have been commenced or are reasonably in contemplation); or
 - (f) that compliance would prejudice the purposes of the collection; or
 - (g) that compliance is not reasonably practicable in the circumstances of the particular case; or
 - (h) that the information –
 - i. will not be used in a form in which the individual concerned is identified; or
 - ii. will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned; or
 - (i) that the collection of the information is in accordance with an authority granted under section 54 of the Privacy Act.
- 2.5 When collecting personal information, HOST will take such steps as are reasonable to ensure the individual concerned is aware of:
- a) the fact that HOST is collecting and will hold the information and provide HOST contact details including name and address; and
 - b) the purpose for which the information is being collected; and
 - c) the intended recipients of the information; and
 - d) if the collection of information is authorised or required by or under law,
 - i. the particular law by or under which the collection of the information is so authorised or required; and
 - ii. whether or not the supply of the information by that individual is voluntary or mandatory; and
 - (e) the consequences, if any, for that individual if all or any part of the requested information is not provided; and
 - (f) the rights of access to, and correction of, personal information allowed to the individual.
- 2.6 The steps referred to in subclause 2.5 shall be taken before the information is collected or, if that is not practicable, as soon as practicable after the information is collected unless HOST has, on a recent previous occasion, taken those steps in relation to the collection from that individual of the same information or information of the same kind.

3. Storage and Security of Information

- 3.1 As the holder of personal information, HOST shall ensure that the information is protected, by such security safeguards as it is reasonable in the circumstances to take, against:
- (a) loss; and
 - (b) access, use, modification, or disclosure, except with the authority of HOST; and
 - (c) other misuse; and
- 3.2 That if it is necessary for the information to be given to a person in connection with the provision of a service to or by HOST, everything reasonably within HOST's power will be done to prevent unauthorised use or unauthorised disclosure of the information.

4. Access to and Correction of Personal Information

- 4.1 Where HOST holds personal information in such a way that it can readily be retrieved, the individual concerned shall have a right of access and, if necessary, correction of, personal information relating to them.
- 4.2 If the individual concerned requests the correction of personal information, HOST shall take such steps, as are reasonable in the circumstances, to ensure that the information is accurate, up to date, complete, and not misleading.
- 4.3 In the event HOST and the individual concerned have different views about the correction of the personal information, HOST is entitled to retain its own view on record and the individual concerned is entitled to request that a statement be attached to the personal information noting that a correction has been sought but not made.
- 4.4 HOST shall inform the individual concerned of any action taken as a result of such request.

5. Accuracy of Personal Information

HOST will take steps as are reasonable in the circumstances, having regard to the purpose for which the information is proposed to be used, to ensure the personal information held is accurate, up to date, complete, relevant and not misleading.

6. Retention of Personal Information

HOST shall not keep personal information for longer than is required for the purposes for which the information may lawfully be used.

7. Use of Personal Information

If HOST holds personal information in connection with one purpose, it cannot use it for any other purpose unless HOST believes on reasonable grounds:

- 7.1 that the information comes from a publicly available publication and it would not be unfair or unreasonable to use the information; or
- 7.2 the use of the information for that other purpose is authorised by the individual concerned; or
- 7.3 that non-compliance would not prejudice the interests of the individual concerned; or
- 7.4 that non-compliance is necessary to prevent or lessen a serious threat; or
- 7.5 the purpose for which the information is used is directly related to the purpose in connection with which the information was obtained; or
- 7.6 the information will not be used in a form in which the individual concerned is identified.

8. Disclosure of Personal Information

HOST shall not disclose personal information unless HOST believes on reasonable grounds:

- 8.1 the disclosure is in connection with, or directly related to, one of the purposes for which it was obtained; or
- 8.2 HOST obtained the information from a publicly available publication; or
- 8.3 disclosure is to the individual concerned; or
- 8.4 disclosure is authorised by the individual concerned; or
- 8.5 it is necessary to disclose the information to uphold or enforce the law, protect the tax base, or assist court or tribunal proceedings; or

- 8.6 disclosure is necessary to prevent or lessen a serious threat to public health or safety, or the life or health of any individual; or
- 8.7 disclosure is necessary to facilitate the sale of a business as a going concern; or
- 8.8 the information is to be used in a form in which the individual concerned is not identified; or
- 8.9 disclosure has been authorised by the Privacy Commissioner under section 54.

9. Unique Identifiers

- 9.1 HOST shall not assign unique identifiers to individuals unless this is necessary to enable HOST to carry out any one or more of its functions efficiently.
- 9.2 Individuals are not required to disclose their unique identifiers to HOST unless this is one of the purposes for which the unique identifier was set up (or is directly related to those purposes).
- 9.3 HOST cannot use the unique identifier given to an individual by another agency.

10. Consent

Consent, whether express or implied, should meet the following key elements:

- 10.1 the individual must be adequately informed before giving consent; and
- 10.2 the consent is current and specific; and
- 10.3 the individual must give consent voluntarily; and
- 10.4 the individual must have the capacity to understand and communicate their consent;

11. Cross-Border Disclosure

Due to the nature of the work that HOST performs, from time to time HOST will need and/or be required to provide personal information about an individual to an overseas recipient.

Countries in which overseas recipients may be located include Nauru, Malaysia and Australia.

Any such transfer of information does not change any of HOST's commitments to safeguard an individual's privacy and the information remains subject to existing confidentiality obligations.

12. Complaint and How to Contact HOST

If you have any concerns or questions regarding this policy or wish to make a complaint regarding HOST obligations to your privacy, the HOST Privacy Officer contact details are below.

HOST International
P.O Box 300696
Albany, Auckland 0752
New Zealand
Email: privacy@hostinternational.org.nz