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## Privacy Policy

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This policy should be read in conjunction with the Privacy Act 2020. For further information on the Act and its principles, please refer to [www.privacy.org.nz](http://www.privacy.org.nz).

### Rationale

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This policy sets out why and how we will be collecting, using, handling and disclosing personal information of those that work for New Zealand Society for Music Education (MENZA), (including contractors, volunteers, members and other suppliers to our organisation).

The principals of the Privacy Act 2020 apply to the guidelines set out in this policy and we comply with our obligations under the act.

### Rationale

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#### Guidelines for collecting, using, handling and disclosing personal information

1. We collect personal information about individuals when they use or support our services.
2. We collect personal information about an individual from that individual directly or a third party only where the individual has authorised the transaction.
3. We only collect the necessary personal information required to carry out and supply our services.
4. When we collect personal information about an individual, we make known the purpose of collecting it and who will be viewing it.
5. We use personal information only for the purposes for which it was obtained (for example to better understand who our members are to best support their needs) except in certain circumstances (for example, for statistical purposes where an individual's identity is not disclosed).
6. We take reasonable steps to protect your personal information from loss, unauthorized activity or use. In the event of a privacy breach that has caused or is likely to cause serious harm, we will notify the Privacy Commissioner and affected individuals as soon as practicable in accordance with the Privacy Act 2020.
7. We do not disclose personal information without consent of the individual unless
  - a. the information is already publicly available, or
  - b. the right to privacy is overridden by other legislation, or
  - c. it is necessary for the protection of individual or public health and safety.
8. If we need to disclose personal information to an overseas entity, we will ensure that entity is subject to comparable privacy safeguards or that you expressly authorise the disclosure after being informed that the overseas entity may not be required to protect your information in the same way as required under New Zealand 2020, Privacy Act.
9. As per the obligations set out in the Act, you have the right to access readily retrievable personal information that we hold about you. We will respond to access requests within 20 working days and provide the information in the manner requested if reasonably possible.
10. There is no charge for making an access request, though we may charge a reasonable fee for processing the request in some circumstances. In respect of a request for correction, we will make the correction where the information is incorrect. If we do not make a requested

correction, you may request that we attach a statement of correction to the information. We aim to foster and maintain trust and transparency.

11. We only keep information for as long as it is needed, and for the purposes for which it was obtained.

All MENZA people (including contractors and volunteers) are expected to be familiar with this policy and its implementation procedures and apply them where appropriate to their role within the organisation.

The Chair shall institute procedures pursuant to this policy.

On behalf of MENZA:

Date:

This policy will be next reviewed at the Annual General Meeting

Created and Approved: 11 February 2024

Revised: 8 June 2025