



PRIVACY POLICY

1 Definitions

- 1.1 "Club" means the Jaguar Drivers Club Auckland Inc.
- 1.2 "Member" means any member of the Club.
- 1.3 "Information" means Personal Information about an identifiable individual Member of the Club.
- 1.4 "Committee" means Members appointed to the Club's Committee in accordance with the Club's Constitution.
- 1.5 "Site" means the Club's website and membership management at <https://www.jaguardriversclub.co.nz/>

2 Rationale

- 2.1 The Club is required to comply with the Privacy Act 1993 in the collection, use and disclosure of information.

3 Purpose

- 3.1 To promote and protect individual privacy with regard to:
 - a. The collection, use and disclosure of information relating to individual Member and their partners/spouses.
 - b. Access by each Member to Information relating to that individual being held by the Club.
- 3.2 To ensure that the principles of the Privacy Act are publicised and observed in all aspects of the Club.

4 Guidelines

- 4.1 The Official Information Act 1982 allows for Information held by Club to be disclosed if, in the circumstances of the particular case, the necessity of withholding the Information on the grounds of protecting privacy is outweighed by other considerations that render it desirable, in the public interest, to make the Information available.
- 4.2 In making decisions about the collection, storage use and disclosure of Information the Committee are guided by the 12 information privacy principles (Privacy Act 1993).
- 4.3 Information will be collected via the Member's own input of their Information to the Site in a manner that is fair and reasonable and does not intrude to an unreasonable extent upon the personal affairs of the Member concerned. It is the Member's responsibility to ensure their Information is up to date, complete and relevant.
- 4.4 Information collected by the Club will be only be stored on the Site and only used for the specific purpose for which it is collected.

- 4.5 The Committee and/or any Member with access to the Information will not share a Member's Information with other Members unless authorised in writing by the Member concerned.
- 4.6 Information will not be discussed with persons outside the Club unless there are reasonable grounds to believe the Information is necessary to comply with the laws of New Zealand and/or for the wellbeing of the Member.
- 4.7 The Information of individual Committee Members will be disclosed only to those Members reasonably involved in the appointment, and/or discipline of the Committee Member.
- 4.8 When making Committee Member appointments applicants will be advised that the Information they provide will be treated confidentially within the Committee.
- 4.9 Information will be stored on the Site using reasonable endeavours to guard against loss and unauthorised access. Information will not be kept longer than reasonably necessary.
- 4.10 The appointed Club President, Vice President and Membership Officer shall have responsibility for:
- a. Providing reasonable assistance to procure that all Committee members complete and sign the Club's Privacy Undertaking as published on the Site.
 - b. Procuring that all Members are made aware of the existence of the Club's Security and Privacy Policies.

5 The Club's Privacy Policy

- 5.1 This Privacy Policy should be read in conjunction with the Club's Website Security Policy.

References

Official Information Act 1982

Privacy Act 1993