



# Privacy Policy

Date Adopted	07-07-2009
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Review Date	July 2010

## 1 Overview

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The New Zealand Highland Cattle Society exists for the benefit of its members and the development of the Highland Cattle breed in New Zealand.

NZHCS collects information from members related to their personal information for the purposes of managing the Society and the Society's herd book.

From time to time opportunities exist to link selected suppliers of (but not necessarily limited to) breeding, stock management and breed promotional material to members who wish to receive such information.

The Society's Council of Management wishes to ensure that it maintains responsibility for approval of release of approved information to select providers and does so with the objective of ensuring such release adds value to members and or the breed.

This policy exists to ensure that the Society's management of member personal information preserves compliance with New Zealand's Privacy Act 1993 and members' access to material from suppliers of relevant services.

## 2 Policy Objectives

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### 2.1 Compliance with New Zealand's Privacy Act 1993

The principal objective of this policy is to ensure the management of information held by the New Zealand Highland Cattle Society is compliant with the requirements of the Privacy Act 1993

### 2.2 Providing Access to Supplier Offers and Information

The secondary objective is to provide members choice as to their individual preference for the release of their contact information to the public and selected third parties.

## 3 Policy Detail

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### 3.1 The NZHCS Council of Management

The NZHCS Council of Management shall ensure that it:

- Has and maintains current policies and procedures relating to information and privacy of information that are consistent with both the intent and the wording of New Zealand's privacy legislation

- Appoints one person from the Council of Management as the NZHCS Privacy Officer. The Privacy Officer will ensure that the Council of Management, employees and or contractors of NZHCS comply with this policy and associated procedures. The Privacy Officer will be guided by a description of the role of the NZHCS Privacy Officer.
- Ensures procedures exist that regularly allow individual members to allow members to review, revalidate or alter their preferences related to release of personal information to people or organisations outside of the NZHCS membership.
- Ensures that the Society's Privacy Policy is accessible to members of the Society.

### 3.2 Employees and Contractors of NZHCS

Employees of and contractors to NZHCS shall ensure the performance of their roles and services comply with the NZHCS Privacy Policy

## 4 Procedures relating to Policy

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### 4.1 Collecting, Storing, Reviewing and Altering Members' Information

NZHCS processes will:

- Allow members to choose their preference for their personal information to be made public or provided to select third parties.
- Regularly provide individual members with the detail of the personal information and the disclosure preferences held, for that member, by the Society. The Society at this time will ask members to review, validate or change the information as appropriate. This process will be undertaken at least every two years.
- Ensure that members' personal information, not authorised for public or select provider release, in paper or electronic form, is securely stored.

### 4.2 Releasing Members' Personal Information

Secretary, Treasurer and Registrar authority to act:

- Personal information that an individual has approved for public release may be published on the Society's web site and or used in other communication between the membership and between the Council of Management and members
- Personal information that an individual has approved for select provider release shall not be released to select providers without the express and formal approval of the Society's Council of Management.

## 5 Related Documents and Forms

Number	Document Name	Located	Owner
5.1	Personal Information Approval Form		Secretary
5.2	Role Description: Privacy Officer		President

Draft Version Control:

Number: 0.1

Date: 30 June 2009