



## PRIVACY POLICY

December 2022

The Waikanae Music Society Inc complies with the Privacy Act 2020.

### 1. Why we collect personal information

**For members**, we collect your name, mailing address, phone number(s), email address, type of membership, the date you became a member, the date you ceased to be a member, and the reason (if known) why your membership ceased. If you pay by direct credit, your bank account numbers may appear in our bank records. If you pay by credit card, we keep your number only until we have taken your payment and then destroy it. We need this information to administer your membership, comply with our legal requirements, and support the review of our financial statements.

**For non-members who purchase advance tickets to our concerts**, we may collect your name and phone number. We need this information to contact you in case there is any change to the concert for which you have paid.

**For performers**, we collect your name, contact details, bank account number, and any information required to comply with the Tax Administration Act 1994 and other laws. We also collect brief biographical information. We need this information to administer our concerts, ensure that you are paid, comply with our legal obligations, and tell our audiences about you in connection with your performance.

**If you receive emailed newsletters from us**, our email service provider (MailChimp) records which newsletters you open and which links you click on (if any). This information helps us to understand the effectiveness of our newsletter communications.

### 2. The source of personal information

We collect the information directly from you. For performers, we may collect the information from your agent or the leader of your group.

### 3. What we tell you about our information collection

This policy sets out what you may need to know. The policy is available on our website ([www.waikanaemusic.org.nz](http://www.waikanaemusic.org.nz)) and we draw attention to it in various ways, such as on membership renewal forms. We will provide a copy to you on request.

#### 4. Manner of collection of information

We collect the information from you in ways that are lawful, fair and as unobtrusive as possible. Normally we ask you to fill out a form or provide the information over the phone.

#### 5. Storage and security of personal information

Your information is stored on personal computers owned by authorised members of the Committee. It is protected by reasonable safeguards against loss, unauthorised modification and unauthorised disclosure. These safeguards include password control of access to the computers, regular patching of computer software, the use of appropriate antivirus software, and regular off-site backups of encrypted copies of the data.

We use an online service, MailChimp, to email newsletters. The only information that we provide to MailChimp is your email address and first name. We believe that MailChimp has effective means for protecting this information, but we do not provide MailChimp with any more information than is necessary for managing our email communications with you.

#### 6. Access to your information

You may ask us for a copy of the personal information that we hold on you.

#### 7. Correction of personal information

It is important to us that the information we hold about you is accurate. We will correct any error that you tell us about.

#### 8. Checking the accuracy of personal information

It is important to us that the information we hold about you is accurate. We will correct if possible, and otherwise remove, any information that we discover to be inaccurate. For example, if an email message to you bounces, we will try to ask you for an updated email address and if we cannot do so then we will remove the incorrect address from our records.

#### 9. How long we keep personal information

**For members**, we keep information about you for as long as you continue to be a member and until the end of the following financial year. This is needed to support the review of our financial statements, and we may contact you again to invite you to re-join the Society (unless you have asked us not to or we believe that it would not be appropriate to do so). After that, your personal information will be deleted from our active records. It may remain incidentally in backup copies of data, and in archival copies of our financial records that we must keep for at least seven years.

**For non-members who purchase advance tickets to our concerts**, we discard your personal information as soon as practicable after the concert.

**For performers**, we place your biographical information on our website in connection with the concerts in which you appeared, and it may remain there indefinitely. We keep other information about you for as long as required by law.

## 10. Other uses of your personal information

We use your personal information only for the purposes mentioned in this policy.

## 11. Disclosure of your personal information

We do not sell or otherwise disclose your personal information outside of the Society, unless compelled to do so by law.