

Privacy Policy

Rationale

This policy sets out how the New Zealand Dental Association, Wellington Branch (NZDA Wellington) handles personal information collected on Members and how NZDA Wellington implements the requirements of the Privacy Act 2020.

This policy does not limit or exclude any rights under the Privacy Act.

Definitions

Term	Definition
Privacy	Refers to the control of how NZDA Wellington uses personal information.
Personal Information	Information about identifiable living people.
Privacy Breach	Includes unauthorised or accidental access to personal information, or disclosure, alteration, loss or destruction of personal information.
Notifiable Breach	Where it is reasonable to believe that the breach has caused or is likely to cause serious harm to an affected individual.

Purpose

The purpose of this policy is to ensure:

- Information gathered about NZDA Wellington Members is lawful and is kept confidential
- Accurate and up to date information gathered is collected from the person concerned and is relevant to the successful running of NZDA Wellington
- All information is stored and disposed of securely and protected from unauthorised use or disclosure
- A Privacy Officer/s is appointed who ensures Members are informed of the Privacy Policy and procedures, and the purposes for which information is collected. This role will be held by the Branch President, unless explicitly delegated to another Executive.

Policy Statements

- NZDA Wellington will comply with all requirements of the Privacy Act 2020 and, where applicable, the Health Information Privacy Code 2020.
- Only necessary information will be collected from the person themselves.
- Only people whose roles directly relate to the information will have access to it.
- Information will be stored and disposed of with proper safeguards against loss or wrongful disclosure.
- Notifications to the Privacy Commissioner will follow the prescribed process outlined on the Privacy Commissioner's website.
- The Executives are to be notified immediately of any privacy breach.
- Affected individuals will be notified as soon as possible. If not reasonably practical to advise personally, notification will be made by public notice.

Privacy Statement - Members

NZDA Wellington collects personal information from Members, including names, dates of birth, contact details, dental education details, Dental Council registration details, employment details, information about complaints against them and invoicing information.

We collect this personal information in order to:

- Invoice members
- Confirm membership so we can provide support as required
- Provide links to regular publications and information
- Notify members branch events such as meetings

Contact information is only shared with NZDA Wellington Executives, NZDA head office, and the Administrative assistant to the branch.

Members have the right to ask for a copy of any personal information we hold about them, and to ask for it to be corrected if they think it is wrong. Contact our Privacy Officer at admin@nzdawellington.org.nz to ask for a copy of information or have information corrected.

All information is kept secure for as long as required legally, and will be disposed of

Scope

This policy applies to:

- All NZDA Wellington members.

Responsibilities and Authorities

Role	Responsibilities and Authorities
NZDA Wellington Executives	<ul style="list-style-type: none">• Ultimately responsible for ensuring all private information is kept securely.
Branch President	<ul style="list-style-type: none">• Either acts as the Privacy Officer or appoints someone else to fill the role.
Privacy Officer	<ul style="list-style-type: none">• Be familiar with the Privacy Principles in the Privacy Act.• Ensures NZDA Wellington is compliant with the Privacy Act and any other relevant legislation.• Responds to requests to access and/or amend personal information.• Handles complaints that deal with possible privacy breaches.• If required, liaises with the Office of the Privacy Commissioner.• Follows the guidelines on the website of the Privacy Commissioner

Reference Documents

- Privacy Act 2020 ([Privacy Act 2020 No 31 \(as at 30 November 2022\), Public Act Contents – New Zealand Legislation](#))
- Health Information Privacy Code 2020 ([Health Information Privacy Code 2020](#))
- Office of the Privacy Commissioner ([Office of the Privacy Commissioner | Home](#))

Document Control

Document Owner	NZDA Wellington Branch		Approver	Laura Ichim – Branch President	
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