

NZIC Privacy Policy

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Last updated:

Background

The New Zealand Institute of Chemistry values your privacy and is committed to protecting the personal information it collects and receives. We are required to comply with the New Zealand *Privacy Act 2020*.

This policy explains how NZIC collects, uses, and discloses personal information as well as how to access and correct information held about you or to raise a concern about a suspected privacy breach.

Collection of Personal Information

The NZIC is required to collect personal information in accordance with the Privacy Act (2020).

Where possible we will collect the personal information we require directly from you.

Any personal information that we hold may include, but is not limited to:

- Your name
- Contact information
- IP Address
- Qualifications
- Employer details
- Your NZIC membership record
- Conference attendance
- Information provided in the process of being nominated/applying for prizes, fellowship status, and representation on other organisations where NZIC selects the NZ representative.
- Bank account details if the NZIC needs to make a payment to you for any reason.
- Other information we require to provide services to you.

Personal information held in our database, will not be used or disclosed by us, except as authorised by you to provide services for you. Should you choose not to provide personal information or authorise its disclosure we may not be able to provide you with these services.

Personal information is collected from:

- Information you have supplied to the NZIC through the online form(s).
- Our membership records
- Correspondence you have with us
- Publicly available information
- Social media interactions (for example, when you 'like', 'share', or 'retweet' our posts on Social media platforms)

Personal information is used to:

- Maintain membership records (including collecting payments and administering your membership)
- Provide and develop services for you, including services provided by NZIC branches/SCENZ
- Create and send relevant materials/communications
- Manage your subscription to *Chemistry in New Zealand*
- Coordinate events and activities
- Enable service providers to provide services for you

Google Analytics

NZIC uses Google Analytics on their website. The information collected provides NZIC with an overall picture of visitors to our website but does not identify individuals.

Disclosure of Personal Information

The NZIC will not sell your personal information. In providing our products and services, or collecting and using your personal information, however, your personal information may be disclosed to third party organisations including:

- Information technology service providers
- Mailing list management services (e.g.: Mailchimp)
- Mailing houses, distributors, freight and courier services (e.g.: Streamline Print and Mail/NZ Post)
- Accounting, financial, legal, or other professional advisors
- Regulatory, government and other authorities as required by law
- International bodies with whom we have reciprocal or partnership agreements to confirm a member's status.
- Members of the NZIC committees including the NZIC Council, branch committees, special interest groups and NZIC conference organisers.
- Venues where we are hosting an event and it is necessary to provide personal information (for example, accommodation bookings)
- Social media platforms where you (either directly or via a branch editor) have submitted a story to us and we have published it.
- The *Chemistry in New Zealand* journal where you (either directly or via a branch editor) have submitted a story to us and we have published it.
- Your name and membership status may be provided to your employer if they usually pay membership fees for their staff.

Opting Out

By providing us with your contact details, you consent to receive communication from us unless you advise us otherwise. You can opt out at any time by writing to us at either:

- nzic.office@gmail.com via email
or to
- PO Box 33124, Barrington, Christchurch 8244
if writing and remitting this by conventional mail

Unsolicited Information

Unsolicited personal information is personal information that the NZIC receives without having taken active steps to collect. If the information received is not required for NZIC to provide services as described above, it will be deleted or anonymised as soon as possible.

Quality of Personal Information

The NZIC will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and current. However, the accuracy of that information depends to a large extent on the information provided by you. We recommend that you review the information held in your online account on a regular basis or let us know if there are any errors in your personal information.

Security of Personal Information

NZIC takes reasonable steps to protect your personal information we hold from misuse, loss, unauthorised access, modification or disclosure. If you become aware of a security breach, please contact us as soon as possible. The NZIC will not be held responsible for any privacy or security breaches encountered on any third-party websites that you may access via links on the NZIC website.

Access to Personal Information

You can access and update your contact information by logging into your NZIC account via the website. You can request access to all of your personal information held by us by making a request in writing and confirming your identity. If we refuse to fulfil your request for any reason, we will provide a written explanation and details of the complaint process. We reserve the right to charge a reasonable fee for fulfilling a request to provide personal information.

More information about your rights, including processes for making complaints regarding privacy matters, is available on the website for the Office of the Privacy Commissioner www.privacy.org.nz.

Complaints

If you have a complaint about how NZIC has handled your personal information, please contact the NZIC main office. We will endeavour to respond within ten business days. If your complaint is unable to be resolved within ten business days, NZIC will advise you in writing including letting you know when we expect to provide our response.

If you have any queries about the personal information held by NZIC and how it is handled, please contact us at:

New Zealand Institute of Chemistry
PO Box 33124
Barrington
Christchurch 8244
nzic.office@gmail.com