

Policy Title	ASA Privacy Policy
Last Review Date	September 2020
Next Review Date	September 2022
Effective Date	8/9/2020

ASA Privacy Statement

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1. Purpose and Scope

Albany Students' Association (ASA) respects the privacy of individuals and complies with the New Zealand Privacy Act 1993 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [privacy.org.nz](https://www.privacy.org.nz).

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

For the purposes of the Privacy Act 1993, the agency that is collecting and holding your personal information is:

Albany Students' Association Incorporated
Private Bag 102904, NSMC, Auckland 0745

2. ASA Services

ASA is the Students' Association on the Massey University Auckland campus and provides these services to Massey University Auckland internal students:

- Advocacy
- Carpool
- Class Advocates
- Clubs
- Events
- Representation
- Volunteering

3. Personal information collection

If possible, we will collect personal information from you directly.

We collect personal information about you from:

- You, when you sign up as a member on our website asa.ac.nz
- When you utilise any of our services in person or via online platforms
- If you contact us directly via telephone, email, or other similar methods
- Third parties where you have given us authorisation to do so or where this information is publicly available
- When you sign up to or attend one of our events or workshops
- When you participate in our surveys or competitions

Personal information that we collect may include:

- Name
- Student ID
- Contact Information – email, phone etc
- Car registration and driver licence information (Carpool and / or ASA Van hire)
- Courses that you are studying (Class Advocates)
- Financial information and other self-identifying information including bank account information if applying for a hardship grant
- Other self-identifying personal information if seeking assistance from ASA's Advocacy Service
- Bank account information if seeking financial payment or reimbursement from the Association

By using our services, you agree that all information you submit, upload, display or post to our services or website (and that we collect about you) is accurate.

4. How we use your personal information

We will use your personal information

- To verify your identity and enrolment status at Massey University Albany campus to confirm eligibility to ASA membership
- To contact you regarding Association services
- To provide Association services to you
- To respond to communications from you, including any complaints
- To conduct surveys
- For any other purpose authorised by you or the Act.

5. Access to your personal information

Access within the Association to your personal information will be limited to the respective staff members and executive members who require it to do their jobs. All staff and Association Executive sign confidentiality clauses.

We may disclose your personal information to:

- Massey University staff provided you have authorised this
- Any business that supports our services and products, including any person that hosts or maintains any underlying IT system, data centre, or cloud-based service that we use to provide the website or other services and products
- Any other person authorised by the Act or another law
- Any other person authorised by you

6. Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

Where your personal information is stored in a cloud-based service, we will take all reasonable steps to ensure that they have adequate security and privacy safeguards.

Association laptop computers are encrypted.

You are responsible for keeping any passwords that you use to sign on to our online platforms confidential and must not share them with anyone else.

7. How long we keep your personal information

We keep your details on our membership database unless you contact us to ask for your account to be deleted.

We keep advocacy cases notes for 3 years. We keep accounting records for 7 years.

You authorise us to hold your data to provide you with services as per our purposes and according to our data retention policy.

8. Accessing and correcting your personal information

You can update some of your personal information, by signing into your ASA account and updating it yourself.

You have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

9. Internet use

Our website is protected by an SSL Certificate (Secure Sockets Layer) to maintain a secure internet connection. You will see a padlock in the URL bar of the browser. However, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

We use google analytics to analyse the movement of user traffic through our website. Users can choose to opt out of Google Analytics at any time by changing their ad settings or by using the Google Analytics opt-out browser add-on, so their visits are not tracked into Google Analytics.

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website and help us provide a good

user experience. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all the features of the website.

If you post to our social media sites, you acknowledge that the information you post is publicly available.

10. Use of personal image

The Association regularly takes photographs or video at its events. A sign is displayed that this action is occurring. If participating in a public event of this nature, you accept that your image may be used. This applies particularly to group images or individual images that you have requested are taken, e.g. at an event like the Ball, or events where we have a photobooth.

We will act on reasonable requests to remove photographs from our website/social media.

If you are an Executive member or are volunteering for the ASA or we have asked to take a photograph of you for our purposes, we will ask you to sign a media consent form.

11. Contacting the Association about your information

For any questions regarding this policy or re use of your personal information contact:

- The ASA General Manager gm@asa.ac.nz 09 213 6073
- The ASA President president@asa.ac.nz 09 213 6072
- ASA, Private Bag 102904, NSMC, Auckland, 0745.