

New Zealand Institute of Dental Technologists Privacy Policy

PRIVACY ACT 1993

This Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the New Zealand Institute of Dental Technologists to collect, hold, handle, use and disclose personal information in accordance with twelve information privacy principles in the Act.

The Privacy Act introduces the concept of the information privacy principles. The information privacy principles must be complied with when handling any personal information. The NZIDT Privacy Policy adheres to these principles.

Collection

1. The NZIDT will not collect any information from members unless it is necessary for a lawful purpose connected with a function of the NZIDT
2. The NZIDT must normally collect the information directly from the individual concerned. Members are encouraged to provide their own details via the NZIDT online database

Security, access to, and correction of personal information

1. The NZIDT will take all reasonable steps to protect personal information held against loss or unauthorized access, modification or disclosure. All transactions with the NZIDT database use Secure Socket Layers (SSL) to keep the data secure
2. So long as the information about a member is held in such a way that it can be readily retrieved, that member can request confirmation that the NZIDT holds information about them and can request access to that information. In the case of the NZIDT database a member can access that information direct. A member has the right to correct information held, or request that it be corrected
3. Where a member has not paid his/her NZIDT membership fees by two weeks after the date membership expires, direct access to the database will be revoked. The ex-member can request a printout of data held, or to have data held corrected. The ex-member's account will be deleted after a period of one year
4. Only current members of the NZIDT Executive and NZIDT Administration have access to members' personal details

Use of Personal Information

1. The NZIDT may not keep personal information for any longer than that information is required for the purposes for which the information may lawfully be used. Information held regarding a member will be carefully disposed of after a period of one year from the lapse of membership
2. Members of the NZIDT Executive and NZIDT Administration may use the contact details provided to communicate with members on personal NZIDT related matters
3. The NZIDT may, at its own discretion, contact a group of members with NZIDT/industry related information if it believes the information would be of general benefit to its members. (This includes, but is not limited to, the NZIDT newsletter, and announcements regarding upcoming events)
4. The NZIDT may, at its own discretion, contact a member/members on behalf of a third party if it believes that to do so would be of benefit to the contactee/s
5. A member's personal details (including email address) will not be released to any other member or third party without the express written permission of the member concerned
6. Any person wishing to run an event or contact members, directly or indirectly, should contact NZIDT Administration

Any person wishing to make a complaint regarding privacy and the NZIDT should contact NZIDT Administration or an Executive member.

A letter of acknowledgement can be expected within 10 working days.

NZIDT Executive