



Te Kāhui
Whaihanga
New Zealand
Institute of
Architects

Te Kāhui Whaihanga
New Zealand Institute of Architects

Privacy Policy

The New Zealand Institute of Architects (NZIA) Te Kāhui Whaihanga recognises the importance of protecting your privacy. We comply with our obligations under the Privacy Act 2020 with respect to the handling of your personal information, including by taking all reasonable steps to ensure that your personal information is secure.

This privacy policy explains how the NZIA handles your personal information and your rights to access and correct that information.

Scope of this policy

This privacy policy applies to all personal information that the NZIA collects while providing services and information to NZIA members and non-members, including but not limited to information collected on the NZIA website available at www.nzia.co.nz.

Collection of personal information

The main circumstances in which the NZIA collects personal information include, but are not limited to, when you:

- apply for or renew a NZIA membership;
- use the NZIA website, including the member services section of that website;
- submit nominations for Fellow, Board Director (Councillor) and/or President Elect;
- submit entries to NZ programmes (e.g. NZ Awards programme, F. Gordon Wilson Fellowship, Warren Trust NZIA Writing Awards, etc.);
- register for NZIA-related events;
- attend the NZIA national office in-person.

More information on the personal information that the NZIA collects in these circumstances, and the potential implications of not providing that information when requested, is provided below.

Collection through applications for NZIA membership and use of NZIA Website

The NZIA collects personal information that you voluntarily give to us when you apply for NZIA membership and when you use the NZIA website (including member online discussion forums). This personal information includes your:

- name;
- date of birth;
- address;
- contact details such as your email address and/or phone number;
- education information;
- areas of expertise and of interest;
- employing practice
- emergency contact;
- log-in details;
- payment information; and
- continuing professional development (CPD) participation records.

Failure to provide such information may result in:

- NZIA not being able to consider and process your application for membership or renewal of membership;
- you being unable to set up or use an account on the NZIA website or to participate in an online discussion forum; or
- NZIA being unable to provide any or all of NZIA's services to you.

If you use the NZIA's online discussion forums, you agree to the terms of this policy and the separate terms and conditions applying to the use of those forums found at www.nzia.co.nz/terms-and-conditions.

Registration and attendance at NZIA events and attendance at NZIA office

The NZIA collects personal information that you voluntarily give to us when you register for, or attend, NZIA-related events, including conferences. Both NZIA members and non-members may attend certain NZIA-related events. When you visit the NZIA national office, we may have CCTV in operation, and you may be required to register your attendance at our offices.

The type of personal information the NZIA may need to collect could include:

- name;
- address;
- contact details such as your email address and/or phone number;
- areas of expertise and of interest;
- dietary preferences; and
- payment information.

Failure to provide such information may result in you being unable to attend the event.

Use and disclosure of personal information

The personal information you provide to the NZIA may be used and disclosed by us for the purposes of:

- responding to any requests for information or queries you have submitted to us, communicating with you regarding your membership or any of our services, providing you with other relevant information, or to request information or feedback;
- providing services to NZIA members, including administering the NZIA membership database;
- assessing membership eligibility and benefits;
- developing, promoting and conducting or providing NZIA events and services;

- NZIA security, health and safety requirements.
- operating the CPD database on behalf of the New Zealand Registered Architects Board (NZRAB) for members who are registered architects. This requires NZRAB to provide NZIA with access to CPD participation records and for NZIA to enter CPD participation information;
- establishing and maintaining a member directory that may be made available to members and non-members, whether online or otherwise;
- engaging with government authorities and other professional bodies on matters relating to NZIA members and architecture generally;
- NZIA operational and business purposes, including without limit advancing the objects of the NZIA, as set out in the NZIA Rules available at <https://www.nzia.co.nz/media/dOrp2ki2/rules-of-the-nzia-as-at-10-october-2022.pdf> and other objects expressly or impliedly agreed with you;
- if you have given authority for us to do so, to enable other organisations to provide to you trade related information or trade related publications, including suppliers and providers of products and services that NZIA considers may be services that NZIA members may require, provide or be interested in obtaining information about (or which may be relevant to such products and services);
- to comply with applicable law — for example, to satisfy tax or reporting obligations, or to comply with a lawful governmental request.

The NZIA may contract with third party organisations to provide services on our website. Those organisations may need to access personal information about you as part of providing their services to us. To improve our website, the NZIA may also use web analytics tools (including 'cookies' and Google Analytics) to measure your usage of our website (including your mouse click activity, your IP address, and other personal

information that you voluntarily enter into the website).

Storage and security

The NZIA will take reasonable steps to ensure the security of personal information that it holds.

Personal information provided by NZIA members as part of their membership and CPD reporting is generally held on a cloud services database, which NZIA employees have access to via a secure log-in.

The NZIA has contractual arrangements with its cloud service provider and its website service providers to protect against unauthorised disclosure of, or access to, information held by those providers.

The NZIA website may also contain links to independent, third party websites. The NZIA is not responsible for how those third parties handle personal information that they collect. Any information you provide to third party websites will be governed by the terms of their own privacy policy.

Other personal information provided to the NZIA may be kept in hard-copy files, or on electronic databases either at the NZIA offices or offsite.

Access to your personal information

You have a right to access personal information that the NZIA holds about you and to request correction of that information. When requesting correction of your personal information, you have the right to provide to us a statement of the correction sought (**Correction Statement**) and request that, if we do not make the correction you have sought, the Correction Statement is attached to the relevant personal information.

If you wish to do this, please contact the NZIA's Privacy Officer (see below) setting out your name, contact information, and the details of your request.

How to contact us

The NZIA reserves the right to change this privacy policy at any time and notify you by posting an updated version of the policy on the NZIA website.

Contact:

NZIA Privacy Officer

e: info@nzia.co.nz

p: 09 623 6080

7 December 2023