



Privacy Policy

Purpose To ensure that the Museum abides by its legal obligations under the Privacy Act 2020

Scope This policy applies to all staff, contractors, lessees, volunteers, associates, visitors to the Museum or the Museums website and to all individuals who handle personal information for, or on behalf of, the Museum, whether the personal information relates to their colleagues, or the Museum's visitors, customers, suppliers or anyone else. It sets out the rights of such individuals in relation to their own personal information that is collected by or on behalf of the Museum.

A copy of this policy will also be given to any third parties to whom the Museum outsources any information processing or storage.

Review Date April 2024

Policy Statement Canterbury Museum is fully committed to compliance with the requirements of the Privacy Act 2020 (the Act), which came into force on 1 December 2020 and of the Employment Relations Act 2000.
www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html

The Museum is required to maintain certain personal information about individuals for the purposes of satisfying its operational and legal obligations. Individuals include Museum staff (full-time, part-time, casual), Board Members, contractors, volunteers, lessees and their staff, visiting researchers, suppliers, visitors to the Museum's premises or its website, and any other individual whose personal information is collected by the Museum or on behalf of the Museum.

Canterbury Museum recognises the importance of correct and lawful treatment of all personal information as it helps to maintain confidence in the organisation and to ensure efficient and successful outcomes when using this information.

Canterbury Museum endorses and adheres to the 13 Information Privacy Principles of the Act.

- Principle 1 - Purpose for collection
- Principle 2 - Source of information
- Principle 3 - What to tell an individual
- Principle 4 - Manner of collection
- Principle 5 - Storage and security
- Principle 6 - Access
- Principle 7 - Correction
- Principle 8 - Accuracy
- Principle 9 - Retention
- Principle 10 - Use
- Principle 11 - Disclosure
- Principle 12 - Disclosure outside New Zealand



- Principle 13 - Unique identifiers

Canterbury Museum requires all employees, and other individuals and organisations who collect, handle, process, transport and store personal information on the Museum's behalf, to familiarise themselves with the principles (set out in detail in the accompanying procedure) and to ensure that they comply with them in all their dealings with personal information.

Canterbury Museum will ensure that all third parties with whom it has agreements and contracts for service are made aware, and can meet the obligations of, the Museum's Privacy Policy and Procedures and that they can provide assurance that use of any Museum data is secure and handled in accordance with the relevant legislation.

Information for Staff

All staff will be issued with a Personal Information Privacy Statement at recruitment. Detailed information relating to the implementation of the Privacy Policy is set out in the accompanying procedures.

Privacy Officer

The implementation of the Museum's Privacy Policy is delegated to the Privacy Officer (see the Privacy Procedure for contact details).

Definitions

The following are key terms used in the Privacy Act and in this policy and associated procedures:

Collect/collection means the taking of any step to seek or obtain personal information, but does not include receipt of unsolicited information.

Correct/correction means to alter personal information by way of correction, deletion, or addition.

Document means a document in any form, including:

- any writing on any material
- any information recorded or stored by means of any computer or other device, and any material subsequently derived from information so recorded or stored
- any label, marking, or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means
- any book, map, plan, graph, or drawing
- any photograph, film, negative, tape, or any device in which 1 or more visual images are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced

Individual means a natural person, other than a deceased natural person



Personal information means information about an identifiable individual.

Adopted by the Canterbury Museum Trust Board
on 13 July 2021 for immediate implementation