

# Kapiti Coast Museum Privacy Policy

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## 1.0 Definitions

1.1 **Museum** means the Kapiti Coast Museum.

1.2 **Information** is defined as any personally identifiable data about a person specifically solicited, collected & held by the museum.

1.3 **Museum Committee** is defined as those people who have been elected to and are currently serving on the museum's management committee.

1.4 **Member** is defined as a person who has officially become a member of the museum through the completion of the required membership application process and the payment of their membership fees.

1.5 **Third Party** is defined as any person or entity that is not a member of the museum's management committee.

1.6 **Public** is defined as those who are not a member of the museum but whose information has been collected under this privacy policy.

1.7 **Website** is defined as the museum's website [www.kapiticoastmuseum.org.nz](http://www.kapiticoastmuseum.org.nz).

1.8 **Policy** means the Kapiti Coast Museum Privacy Policy (this document)

## **2.0 The Purpose of Collection of Information**

The museum requires some basic information to aid in management, planning and promoting the museum's activities. Information collected by the museum will only be used for the purposes stated in this policy. Use of the information for any activity not covered by this policy is expressly forbidden.

### **2.1 Definition of information items collected and held by the museum:**

The following items of information may be collected and held by the museum:

#### **Uniquely Identifiable information:**

- \* First and last name
- \* Mailing address
- \* Home phone number
- \* Mobile phone number
- \* Email address

#### **Non Identifiable (Statistical) Information:**

The following items of statistical information are intended for the internal management/planning of the museum's activities and are entirely optional:

- \* Gender
- \* Year of birth
- \* Interests
- \* Year they arrived on the Kapiti Coast
- \* How they found out about the museum

### **2.2 Methods of Collection**

The above information will only be collected by one or more of the following means:

- \* Via the museum's website
- \* Via email membership forms
- \* Via email/written communication
- \* Via the museum's membership form
- \* Via museum surveys
- \* Via the visitors' book
- \* Via management committee meetings

A link to this privacy policy **MUST** be provided on the website and at all possible points of information collection. The originator of the information should be informed of their basic rights under this privacy policy. Where applicable a check box should be added allowing the person to confirm they have been informed of and understand their rights under this policy.

## **2.3 Basic Privacy Statement for the Membership Signup form**

The following is the basic privacy statement for the membership signup form. This should be printed on the form where the person is recording their information.

“Privacy Policy: The Kapiti Coast Museum will hold and use the information you have provided in accordance with our privacy policy which is available on our website at [www.kapiticoastmuseum.org.nz](http://www.kapiticoastmuseum.org.nz). Your information will not be passed to a third party without your permission.”

## **3.0 Permissible Uses**

The following defines the ways in which the information may be used by the museum. Use of the information for purposes other than these is not permitted except where allowed by section 3.2. Such use of the information in section 3.1 does not include the release of personal information merely its application.

### **3.1 Permissible Uses of the Information**

The information collected by the museum under this policy may be used for the following purposes by committee members:

- a. Promotion and organisation of up-coming museum events & exhibitions
- b. Promotion to members of external events, directly related to the museum's core business, which the management committee deems may be of interest to the museum's members.
- c. The management of the museum's collections and exhibitions.
- d. The preparation of future exhibitions and the solicitation of information about particular items or for the preparation of an exhibition.
- e. The sending of newsletter items via post or electronic means to members.
- f. Replying to queries received by whatever means.
- g. The conduct of committee business directly related to the museum's activities.
- h. The compilation of the minutes of museum committee meetings. Items of information may need to be included in the committee meeting minutes.
- i. The sending of committee meeting minutes to those members who wish to receive them.

Information collected by the museum shall be used for lawful purposes only. Use of the information for any other purpose is expressly forbidden.

### **3.2 Use of the Information for Purposes other than those in Section 3.1**

Before the information may be used for a purpose not stated in section 3.1 the following must occur:

a. All members of the museum's management committee must be informed in writing of :

- \* the nature/content of the information to be used
- \* the specific purpose for which it is to be used
- \* the nature of the release if any of the information
- \* the reason for the required use outside section 3.1

b. The originator/s of the information must be provided with a copy of the statement generated for section 3.2a.

c. Informed consent must be obtained from the originator of the information BEFORE such use.

d. Upon the originator's informed consent being obtained the museum's management committee must provide the final approval. The originator should then be informed of the committee's decision.

### **4.0 Storage of the Information**

The information may only be stored in a manner and location which has been approved by the museum's management committee. Any and all details of such storage shall be held by the management committee. Storage of the information outside of an approved method is forbidden.

#### **4.1 Sharing of the Stored Information**

Sharing of the information with any third party for any reason is expressly forbidden except where such sharing is required or allowed under this policy. Anyone aware of a situation that could reasonably be expected to result in a possible breach of this policy is required to notify the Chairman and secretary immediately.

#### **4.2 Compromise of the Information Storage System**

Should the person/s responsible for the system storing the information become aware of a situation which could reasonably be expected to result in the violation of this privacy policy they are first required to take all measures to prevent the release/compromise of the information. The museum's Chairman and secretary should be informed of the nature and severity of the situation as soon as possible.

#### **4.3 Backups of the Information**

For the purposes of this policy backups of the information are treated in the same manner as the original copy of the information.

## **5.0 Access to Information Held by the Museum**

The following sections govern the conditions under which the information may be accessed, those authorised to do so and the circumstances in which they may do so.

### **5.1 Access to View/Edit Information Held by the Museum**

Permission to view and or edit the information is granted to those listed below and only for the purposes defined in section 3.1.

- a. The person who originally provided the information and to whom the information applies, after they have presented suitable identification. Any editing will be done by a person approved under sections 5.1b & c.
- b. Members of the museum's management committee.
- c. Persons who have received permission in writing from the museum's management committee.
- d. Requests to view information should be directed to the museum's secretary.

### **5.2 Dissemination of the Information**

The information may not be released to any third party for any purpose except where such release is allowed under this policy. Should the dissemination of the information be required for a purpose not covered in section 3.1 the following must occur:

- a. All members of the museum's management committee must be informed in writing of :

- \* the nature/content of the information to be disseminated
- \* the specific purpose for which it is to be disseminated
- \* the means of the dissemination
- \* the reason for the dissemination use outside section 3.1

- b. The originator/s of the information must be provided with a copy of the statement generated for section 5.2a.

- c. Informed consent must be obtained from the originator/s of the information BEFORE dissemination.

- d. Upon the originator's informed consent being obtained the museums management committee must provide final approval. The originator should then be informed of the committee's decision.

## **6.0 Information Retention Policy**

The museum may only retain information about a person under the following circumstances:

- a. The person has been fully informed about the nature of the information collected and
- b. the person is still an active fee paying member of the museum or
- c. the person is not an active fee paying member of the museum but has given their permission for their information to be held by the museum.

### **6.1 Yearly Audits**

At the end of each year the museum will conduct an audit of the information it holds and will expunge records which are more than 12 months old where their continued retention cannot be justified.

## **7.0 Privacy Policy Violations**

Violations of this privacy policy shall be handled in accordance with the following sections.

### **7.1 Reporting**

Should any member of the museum, member of the museum's management committee, or any person authorised under this policy, become aware of a situation that could reasonably be expected to result in a breach of this policy, they are required to report it immediately to the secretary and the Chairman in writing. The museum's management committee should also be informed.

### **7.2 Initial Response**

The Chairman is authorised to take any lawful action required to secure the information as required under this policy until the next management committee meeting at which time the committee shall be responsible for future actions. The Chairman is required to keep the management committee informed of all activities they undertake in relation to the breach in the period leading up to the next management committee.

### **7.3 Informing the Originator**

The originator of the information must be informed of the breach, the nature of the information involved and the nature of any distribution or violations of this policy involving their information. Such notice must be provided by the museum Chairman in writing, except where the Chairman is materially involved in the breach in which case the museum secretary must inform the originator.

In the event that the breach is the result of a lawful request by the police, courts or other government agency and where said agency has lawfully requested that the originator of the

information should not be informed of the breach, the originator will not be informed of the breach. Where legally able a record of this situation will be recorded in a letter to be kept in the Chairman's records and should not be made public until permission is received from the relevant authority.

#### **7.4 Inability of Chairman to execute duties in sections 7.2 & 7.3**

Should the Chairman be unable to execute the duties in sections 7.2 & 7.3 the museum's secretary or vice Chairman shall undertake the duties until such time as the museum committee's next meeting or until such time as a committee meeting can be convened.

Should the Chairman be involved in the breach in a manner that precludes them from investigating it, the museum committee shall undertake the above duties in the Chairman's place. The Chairman shall recuse themselves and have nothing further to do with the investigation.

#### **7.5 Committee Investigation**

Upon the committee becoming aware of a violation of this privacy policy an investigation shall be launched as soon as possible with the Chairman as it's leader, except where clause 7.4 is in effect in which case the committee shall elect a committee member to head the investigation.

The investigation is to report it's progress at each committee meeting until the issue is concluded. Any urgent updates are to be directed to the Chairman and secretary for dissemination to the committee as a whole.