**Privacy and Data Policy**

Last updated: 1 May 2021

The Designers Institute of New Zealand Inc. is committed to respecting the privacy and security of information received from User(s) of our website or services. This Privacy and Data Policy sets out our compliance with both New Zealand privacy laws (including the Privacy Act 2020) and the European Union General Data Protection Regulations (“GDPR”).

We’ve updated our Privacy and Data Policy to ensure that we communicate to Users, in the clearest way possible, how we comply with these legal requirements, how we collect, use, disclose or transfer Personal Information supplied by Users or collected by us and the ways in which users can protect their privacy.

Our Privacy and Data Policy also specifies other requirements, such as how Users may access, correct and delete information held about them.

By using our services, or accessing our website, Users agree to comply with the terms and conditions of this Privacy and Data Policy and agree that we may process (i.e. collect, use, store, transfer, disclose or otherwise process) User’s Personal Information in accordance with this Privacy and Data Policy (as well as for any other use authorised by the User).

Our Privacy and Data Policy explains:

1. Consent;
2. What information we collect and how;
3. How we use Personal Information;
4. Who we share Personal Information with and why;
5. The steps taken to protect Personal Information under our control;
6. Users’ data protection rights;
7. Communications;
8. Links and connections to third party services;
9. International data transfers;
10. How the Designers Institute retains and deletes Personal Information;
11. How to access and update Personal Information; and
12. How to contact us.

# USER COnsent

The Designers Institute represents and promotes the interests of New Zealand’s design community by providing professional development, education, events, awards, programmes, promotions, support, resources, member services, and advocacy services, including services supplied by third party providers, for our members (together, “our services”).

We collect Personal Information in order to be able to provide and improve our services, and for the other uses described below.

By using our services, accessing our website or providing Personal Information to us, Users consent to our collection, storage, use and disclosure of Personal Information (including any sensitive information provided) in accordance with this Privacy and Data Policy.

# Information We Collect

There are three ways we collect information:

1. Information Users give us.
2. Information we collect when Users use our services.
3. Information we collect from third parties.
4. **Information Users Give Us**

In order to join the Designers Institute or use our services, a User must provide us with certain contact, billing and Personal Information including name, address, phone number, email address, industry specific information and company information. Users may also at times provide financial information.

Users may also provide us with information when they:

* Renew their membership;
* Register for events promoted or hosted by us;
* Participate in surveys, promotions or competitions we organise or promote; or
* Contact our office.

Users can always choose not to provide us with Personal Information, however this may mean that we are unable to supply our services effectively, or at all.

1. **Information We Collect from Use of Our Services**

We may automatically collect information (which may include Personal Information) when Users interact with our website, use our services or communicate with us. This information may include:

* **System information:** We may collect information about User system(s) including, but not limited to, the User operating system, applications, IP address, and where applicable, host ID, and other User system environment information.
* **Usage information:** We collect information about how Users and their system environment interact with our services. Information that may be collected includes:
  + Information relating to the features Users use;
  + The performance of the services and any problems experienced by Users;
  + The pages that Users visit on our website;
  + Website content accessed by Users;
  + Length of the Users’ stay on a specific page; and
  + Browser information.
* **Location:** When Users use our services (including our website), we may collect and process information about the User’s location. We use various technologies to determine location, including IP addresses and web analytics.
* **Device information:** When Users use some of our services, we may receive information about the User’s device, such as the hardware model, operating system version, unique device identifier and mobile network information (including phone number).
* **Analytics and advertising**: Our website may use the following analytics and advertising services to assist our marketing and promotional activities:

**Google Analytics:** For the purpose of customizing and continually optimizing our website, we may use Google Analytics, a web analytics service provided by Google Inc ("Google").

In this service, pseudonymised usage profiles are created and cookies are used to generate information about your use of this website such as browser type / version, operating system, referrer URL (the previously visited page), IP address for your computer or device, date and time. This information is transmitted to a Google server in the US and stored there. The information is used to evaluate the use of our website, to compile reports on website activity and to provide other services related to website activity and internet usage for the purposes of market research and our website design. This information may also be transferred to third parties if required by law or if third parties process this data. Under no circumstances will your IP address be merged with any other data provided by Google. The IP addresses are anonymized. You can prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) and the processing of this data by Google by downloading and installing a browser add-on ([https: //tools.google.com/dlpage/gaoptout?hl=en](https://translate.googleusercontent.com/translate_c?depth=1&hl=en&ie=UTF8&prev=_t&rurl=translate.google.com&sl=de&sp=nmt4&tl=en&u=https://tools.google.com/dlpage/gaoptout%3Fhl%3Dde&xid=17259,15700002,15700021,15700124,15700149,15700186,15700190,15700201&usg=ALkJrhjHkR2gJJzySdDRQYc8BkbiTXRZwg)). For more information about privacy related to Google Analytics, see the Google Analytics information at [https://support.google.com/analytics/answer/6004245?hl=en](https://translate.googleusercontent.com/translate_c?depth=1&hl=en&ie=UTF8&prev=_t&rurl=translate.google.com&sl=de&sp=nmt4&tl=en&u=https://support.google.com/analytics/answer/6004245%3Fhl%3Dde&xid=17259,15700002,15700021,15700124,15700149,15700186,15700190,15700201&usg=ALkJrhip6heQ3lNIUbp79WJjbYkT9O2vkw).

**Facebook Analytics:** For the purpose of customizing and continually optimizing our Facebook page, we may use Facebook Analytics, a web analytics service provided by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA (“Facebook”).

In this service, pseudonymised usage profiles are created and cookies are used to generate information about your use of our Facebook page, such as browser type / version, operating system, IP address for your computer or device, date, time and any demographic information available in the cookie such as your age and gender. This information is transmitted to a Facebook server and stored there. The information is used to evaluate the use of our Facebook page and to compile reports on our Facebook page activity. The data collected is anonymous to us as operators of our Facebook page and we cannot use it to draw any conclusions about our users’ identities. However, the data is stored and processed by Facebook, which may make a connection to your Facebook profile and which may use the data for its own advertising purposes, as stipulated in the [Facebook privacy policy](https://www.facebook.com/about/privacy/). This will allow Facebook to display ads both on Facebook and on third-party sites. We have no control over how this data is used. Check out Facebook’s privacy policy to learn more about protecting your privacy: <https://www.facebook.com/about/privacy/>. You can also deactivate the custom audiences remarketing feature in the Ads Settings section at <https://www.facebook.com/ads/preferences/?entry_product=ad_settings_screen>. You will first need to log into Facebook. If you do not have a Facebook account, you can opt out of usage-based advertising from Facebook on the website of the European Interactive Digital Advertising Alliance: <http://www.youronlinechoices.com/de/praferenzmanagement/>.

* **Social Media Plug-ins:** Our website has built in social media plug-ins from the social networks Facebook, Twitter, Instagram, Vimeo, Pinterest, Flickr, YouTube and Apple to make the Designers Institute better known, and personalise usage.

**Facebook:** On our website, social media plugins from Facebook are used. If you visit a page of our website that contains a Facebook plugin, your browser establishes a direct connection to the Facebook servers. The content of the plugin is transmitted by Facebook directly to your browser. By integrating with the plugins, Facebook receives the information that your browser has accessed the corresponding page of our website, even if you do not have a Facebook account or are currently not logged in to Facebook. This information (including your IP address) is transmitted from your browser directly to a Facebook server in the US and stored there. If you are logged in to Facebook, Facebook can assign the visit to our website directly to your Facebook account. If you interact with the plugins, for example by pressing the "LIKE" or "SHARE" button, the corresponding information is also transmitted directly to a Facebook server and stored there. The information will also be posted on Facebook and displayed to your Facebook friends. Facebook may use this information for the purpose of advertising, market research and tailoring Facebook pages. For this purpose, Facebook uses user, interest and relationship profiles (for example, to evaluate your use of our website with regard to the advertisements displayed on Facebook, to inform other Facebook users about your activities on our website and to further inform you about the use of related services). If you do not want Facebook to assign the data collected via our website to your Facebook account, you must log out of Facebook before visiting our website. The purpose and scope of the data collection and the further processing and use of the data by Facebook, as well as your related rights and settings options for the protection of your privacy, please refer to the privacy policy of Facebook at <https://www.facebook.com/about/privacy/>.

**Twitter**: Our website integrates plug-ins of the messaging network of Twitter Inc. (“Twitter”). When you visit a page of our website that contains a Twitter plug-in, a direct connection is established between your browser and the Twitter server. Twitter receives the information that you have visited our site with your IP address. If you click on the Twitter "tweet button" while logged in to your Twitter account, you can link the contents of our pages to your Twitter profile. This allows Twitter to associate your visit to our pages with you. We are not aware of the content of the transmitted data and their use by Twitter. If you do not want Twitter to associate your visit to our pages, please log out of your Twitter account before visiting our website. Further information can be found in the Privacy Policy of Twitter at [https://twitter.com/privacy](https://translate.googleusercontent.com/translate_c?depth=1&hl=en&ie=UTF8&prev=_t&rurl=translate.google.com&sl=de&sp=nmt4&tl=en&u=https://twitter.com/privacy&xid=17259,15700002,15700021,15700124,15700149,15700186,15700190,15700201&usg=ALkJrhixrCqQWj6MFrGgLGsI1568ULIc2A).

**Instagram**: Our website contains an Instagram plug-in operated by Instagram Inc., 1601 Willow Road, Menlo Park, CA 94025, USA. If you are logged into your Instagram account, you can click the Instagram button to link the content of our pages with your Instagram profile. This means that Instagram can associate visits to our pages with you. We receive no information on the content of the transmitted data or its use by Instagram. When you visit a page of our website that contains this plug-in, your browser connects directly to the Instagram servers. The content is sent directly by Instagram to your browser and integrated into the page. Through this integration, Instagram obtains the information that your browser has viewed on the corresponding page of our website, even if you do not have an Instagram profile or have not logged into Instagram. This information (including your IP address) is sent directly from your browser to an Instagram server and stored there. If you are logged into Instagram, Instagram can directly assign the visit of our website to your Instagram account. If you interact with the plug-in, for example, press the “Instagram” button, this information is also sent directly to an Instagram server and stored there. For further information regarding the purpose and scope of the data collection, the further processing and use of the data by Instagram, as well as your rights and settings for the protection of your privacy, please see the Instagram Privacy Policy: <https://instagram.com/about/legal/privacy/>. If you do not want Instagram to map the data collected through our website directly to your Instagram account, you must log out of Instagram before you visit our website. You can also completely disable the loading of Instagram plugins with add-ons for your browser, for example with the script blocker “NoScript” (<http://noscript.net/>).

**Vimeo:** Our website uses features provided by the Vimeo video portal. This service is provided by Vimeo Inc., 555 West 18th Street, New York, New York 10011, USA. If you visit one of our pages featuring a Vimeo plugin, a connection to the Vimeo servers is established, and Vimeo is informed about which of our pages you have visited. In addition, Vimeo will receive your IP address. This also applies if you are not logged in to Vimeo when you visit our website or do not have a Vimeo account. The information is transmitted to a Vimeo server in the US, where it is stored. If you are logged in to your Vimeo account, Vimeo allows you to associate your browsing behaviour directly with your personal profile. You can prevent this by logging out of your Vimeo account. For more information on how to handle user data, please refer to the Vimeo Privacy Policy at <https://vimeo.com/privacy>.

**Pinterest:** Our website contains a Pinterest plug-in operated by Pinterest Inc., 505 Brannan Street San Francisco, CA 94107, USA. If you visit one of our pages featuring a Pinterest plugin, a connection to the Pinterest servers is established, and Pinterest is informed about which of our pages you have visited. In addition, Pinterest will receive your IP address. This also applies if you are not logged in to Pinterest when you visit our website or do not have a Pinterest account. The information is transmitted to a Pinterest server, where it is stored. If you are logged in to your Pinterest account, Pinterest can directly assign the visit of our website to your Pinterest account. If you interact with the plug-in, for example, press the “Save” button, this information is also sent directly to a Pinterest server and stored there. You can prevent this by logging out of your Pinterest account. For more information on how to handle user data, please refer to the Pinterest Privacy Policy at [https://policy.pinterest.com/en/privacy-policy.](https://policy.pinterest.com/en/privacy-policy)

**Flickr:** Our website contains a Flickr plug-in operated by Flickr Inc., 67 E. Evelyn Ave, Suite 200 Mountain View, California, USA. If you visit one of our pages featuring a Flickr plugin, a connection to the Flickr servers is established, and Flickr is informed about which of our pages you have visited. In addition, Flickr will receive your IP address. This also applies if you are not logged in to Flickr when you visit our website or do not have a Flickr account. The information is transmitted to a Flickr server, where it is stored. If you are logged in to your Flickr account, Flickr allows you to associate your browsing behaviour directly with your personal profile. You can prevent this by logging out of your Flickr account. For more information on how to handle user data, please refer to the Flickr Privacy Policy at <https://www.flickr.com/help/privacy>.

**YouTube**: If you visit a page of our website that contains a YouTube plugin, your browser connects directly to the servers of YouTube. The content of the plugin is transmitted from YouTube directly to your browser and integrated into the page. Through this integration YouTube receives the information that your browser has accessed the corresponding page of our website, even if you do not have a YouTube profile or are currently not logged in to YouTube. This information (including your IP address) is transmitted by your browser directly to a server of YouTube and stored there. If you are logged in to YouTube, YouTube can directly assign your visit to our website to your YouTube account. If you interact with the plugins, for example by pressing the "YouTube" button, this information will also be transmitted directly to a YouTube server in the USA and stored there. If you do not want YouTube to directly assign the data collected via our website to your YouTube account, you must log out of YouTube before visiting our website. For more information, see YouTube’s privacy policy at [https://policies.google.com/privacy](https://policies.google.com/privacy?hl=en-GB).

**Apple**: If you visit a page of our website that contains an Apple plugin, your browser connects directly to the servers of Apple. The content of the plugin is transmitted from Apple directly to your browser and integrated into the page. Through this integration Apple receives the information that your browser has accessed the corresponding page of our website, even if you do not have an Apple profile or are currently not logged in to Apple. This information (including your IP address) is transmitted by your browser directly to a server of Apple and stored there. If you are logged in to Apple, Apple can directly assign your visit to our website to your Apple account. If you interact with the plugins, for example by pressing the "Apple" button, this information will also be transmitted directly to an Apple server in the USA and stored there. If you do not want Apple to directly assign the data collected via our website to your Apple account, you must log out of Apple before visiting our website. For more information, see Apple’s privacy policy at [https://www.apple.com/legal/privacy/en-ww/.](https://www.apple.com/legal/privacy/en-ww/)

* **Other Third Party Service Providers:** We may use other third party service providers to assist our communications, surveys and other interactions with Users. For example:

**Campaign Monitor:** We use Campaign Monitor, which provides online tools that can be used to create, send, and manage emails. Campaign Monitor may collect Personal Information, such as distribution lists which contain email addresses, and other information relating to those email addresses. For further information about the type of Personal Information Campaign Monitor collects, refer to the Campaign Monitor Privacy Policy at [https://www.campaignmonitor.com/policies/privacy-policy.](https://www.campaignmonitor.com/policies/#privacy-policy) Campaign Monitor is based in the United States and the data will be transmitted to and stored by Campaign Monitor on servers located outside New Zealand, including the United States, Australia and Germany.

**Consent to Disclosure/Collection**: By using our website, social media pages or other services, or otherwise interacting with us, you:

* Acknowledge that, for information transmitted to Google (through use of Google Analytics), the Social Media Plug-ins and services identified above, and the Other Third Party Service Providers described above, those third parties may not be required to protect the information in a way that, overall, provides comparable safeguards to those in the Privacy Act 2020; and
* Authorise the disclosure of your Personal Information to those third parties, or collection of your Personal Information by those third parties.

1. **Information We Collect from Third Parties**

We work closely with third parties (for example, our sponsors, suppliers and service providers) in order to be able to develop and supply our services, and provide them to Users.

We may receive the same kinds of information described in (a) and (b) above from third parties.

**Personal Information Received from Users about Others**

When using our services, Users may disclose, and we may collect, Personal Information about someone else. For example, data supplied by Users may contain Personal Information relating to the customers or employees of Users.

Before disclosing Personal Information to us about someone else, Users must ensure that they have obtained sufficient consent to disclose that information to us, and that, without taking any further steps required by applicable data protection or privacy laws, we may collect, use, transfer and disclose such information for the purposes described in this Policy.

Users shall remain responsible for all Personal Information collected and processed by the User, and for compliance with applicable privacy and data protection laws.

# HOW WE USE PERSONAL INFORMATION

We collect and use Personal Information in order to be able to provide and improve our services.

We also use Personal Information to:

* Communicate, interact and build our relationship with Users, including to better understand Users’ needs and interests, and ensure a quality experience for Users;
* Monitor, develop or optimise the performance of our services;
* Provide information and technical support;
* Carry out billing;
* Promote the Designers Institute and our services;
* Allow our sponsors and third party providers to provide their services and support to Users;
* Conduct, manage, develop and protect our society;
* Enforce our terms of membership and other agreements;
* Comply with laws and regulations in applicable jurisdictions; and
* Enable third parties to provide services to us.

For these purposes we may receive, use, store, share, send, combine, transform, reformat, encrypt, mask, organise, geomap, update and delete Personal Information (and undertake any further processing activities expressed or implied in this Policy). The Personal Information that we collect will not be further processed in ways that are incompatible with the initial purposes for which the data was collected.

# Who we share Information with

We share information, including Personal Information, as necessary to provide Users the service requested or authorised. For example, we may share information with:

* Banks and other entities which process payment transactions when a payment is made;
* Our third party providers to provide services to the User, to communicate with Users (for example, information shared with communication service providers), and to provide Users with information on the performance of our services or the services supplied by our third party providers;
* Our service providers or suppliers acting and working on our behalf. For example, companies we have hired to assist in protecting and securing our systems and services may need access to Personal Information to provide those services. In such cases, we will require these entities to abide by our data privacy and security requirements, and restrict use of any Personal Information received from us;
* Other third parties, when we have a good faith belief that doing so is necessary to:

1. Comply with any applicable law, regulation, legal process or enforceable governmental request;
2. Protect our Users;
3. Operate and maintain the security of our services, including to prevent or stop an attack on our computer systems or networks;
4. Detect, prevent or otherwise address fraud; or
5. Protect our rights and property, including enforcing our terms of membership and other agreements.

From time to time we may use third-party data processors to provide elements of services for us. We will have contracts in place with all of our data processors, to prevent them from doing anything with Users’ Personal Information unless we or the User has instructed them to do so. Unless the User agrees otherwise, our data processors will:

* Not share Users’ Personal Information with any organisation apart from us; and
* Hold Users’ Personal Information securely and retain it for the period we instruct.

We require that our service providers and suppliers (data processors) agree to keep all User information we share with them confidential. While we provide these third parties with no more information than is necessary to perform the function for which we engaged them, Users should be aware that any information provided by the User to these third parties independently/directly is subject to the third parties' respective privacy policies and practices.

We may also share or use non-Personal Information (i.e. information that is related to a Person but does not personally identify that individual, such as aggregated, anonymised or de-identified data) publically or with third parties, such as our suppliers or third party suppliers. For example, we may share or use information publically to show trends about the general use of our services. This data or information will in no way identify Users or any other individual.

# Steps Taken to Protect personal Information

Protecting the security of User Personal Information is of the utmost importance to us. We maintain a variety of safeguards and procedures in order to protect Personal Information from unauthorised access, use, interference, modification or disclosure.

For example, we store Personal Information on computer systems that have password-controlled access and firewalls. Our external IT provider also monitors our computer systems for unauthorised access.

Users’ Personal Information will only be accessed by people at the Designers Institute who need to use the information for the purposes discussed above.

Some of our services do require use of the internet, and the internet is not itself a secure environment. We therefore cannot give an absolute assurance or guarantee that User information will be secure at all times. Transmission of information over the internet or third-party networks is at the User’s own risk. We will notify Users at the first reasonable opportunity if we discover or are advised of a material security breach which has resulted in unauthorised access, disclosure or loss of User Personal Information.

To help maintain the security of information, Users agree to keep their membership account details and any passwords/login to our website private and confidential.

# Users’ data protection rights

Under data protection and privacy laws, Users have rights regarding the Personal Information that we hold/collect. The rights available to Users depend on our reason for processing Users’ Personal information. These rights include:

* **Right of access:** Users have the right to ask us for copies of their Personal Information. This right always applies.
* **Right to correction:** Users have the right to ask us to update or correct information they think is inaccurate. Users also have the right to ask us to complete information that the User thinks is incomplete. Users are responsible for ensuring that Personal Information provided to us is accurate, complete and up-to-date. We will take reasonable steps to ensure that any further Personal Information that we collect (i.e. information obtained from other sources) is accurate, up-to-date, complete and not misleading.
* **Right to erasure:** Users have the right to ask us to erase their Personal Information in certain circumstances.
* **Right to restriction of processing**: Users have the right to ask us to restrict or cease the processing of their information in certain circumstances. This may (depending upon the circumstances) include the collection of Personal Information from third parties, collection of sensitive information, disclosure of Personal Information to third parties, transfer of Personal Information overseas, or processing of Personal Information in a particular way, or for a particular purpose, including direct marketing.
* **Right to data portability:** This only applies to information Users have given us. Users have the right to ask that we transfer the information Users have given us from one organisation to another, or give it to the User. This right only applies if we are processing information based on Users’ consent, or under (or in talks about entering into) a contract and the processing is automated.

All requests should be sent to us at privacyofficer@dinz.org.nz, and include the words 'Attention: The Privacy Officer'. User choices in relation to Personal Information may affect our ability to provide our services, or the performance of the services. We will respond to Users as soon as reasonably practicable regarding the impact of the User’s requests on the services, any other issues arising and to confirm the User’s intention to proceed. If we are unable to comply with the request, we will give the User reasons for this decision when we respond (for example, the information may not be readily retrievable and it may not be reasonable or practicable for us to process the request in the manner sought.

# Communications

We are committed to full compliance with the Unsolicited Electronic Messages Act 2007.

By subscribing to email communications, or otherwise providing an email address, Users consent to receiving emails which promote and market our services, or the products and services of others, from time to time.

Users can unsubscribe from our email communications at any time by clicking the "Unsubscribe" link in any promotional or marketing email, or by emailing privacyofficer@dinz.org.nz, and include the words 'Attention: The Privacy Officer’.

Once a User has unsubscribed from the email communications, the User will be removed from the corresponding email/distribution list as soon as is reasonably practicable.

# Links and Connections to THIRD Party Services

Our website contains links to (and may be used by Users in conjunction with) third-party services, tools, and websites that are not controlled or managed by us. This Privacy and Data Policy does not cover how these organisations process Personal Information. These websites may use cookies. It is the responsibility of those third parties to collect appropriate consents from Users in order to permit their own cookies (to the extent this is required by law) and to inform Users about the cookies they use. Users should check the privacy policy on all third-party websites to ensure they are comfortable with third party cookies.

We have no responsibility for linked websites, and provide them solely for Users’ information and convenience. We specifically disclaim responsibility for their content, privacy practices and terms of use, and we make no endorsements, representations or warranties about their accuracy, content or thoroughness.

Disclosure of Personal Information by Users to third party service providers is at the User’s own risk, and we encourage Users to read the privacy policies applicable to these third-party services. We are not responsible for the security or privacy of any information collected by these third-parties.

# INTERNATIONAL DATA TRANSFERS

When we disclose, use or store data, it may be transferred to and processed in, countries other than New Zealand. In those countries, there may be differences with New Zealand's privacy laws.

For example:

* **Xero**: For accounting functions, we use Xero. Xero is a cloud-based accounting service provided by Xero Limited and related companies. Xero processes and stores New Zealand User data in the United States. For more information on Xero’s data protection and privacy, see <https://www.xero.com/nz/about/privacy/> and <https://www.xero.com/nz/about/security/>.
* **Stripe:** For processing new memberships and annual membership renewals, we use Stripe. Stripe provides payment processing software and application programming interfaces for our website. Stripe may collect Personal Information, such as names and credit card details. For further information about the type of Personal Information Stripe collects, refer to Stripe’s Privacy Policy at  [https://stripe.com/nz/privacy.](%20https://stripe.com/nz/privacy.%20) Stripe stores and processes New Zealand User data on servers located outside New Zealand, including the United States.
* **Apple iCloud**: We may use third-party database and storage providers. We currently store data on Apple iCloud, a cloud service provided by Apple Inc. For more information on the privacy practices of Apple iCloud, please visit the Apple Privacy Policy at [https://www.apple.com/legal/privacy/en-ww/.](https://www.apple.com/legal/privacy/en-ww/) Apple stores and processes New Zealand User data on servers located outside New Zealand, including the United States, Denmark and China.

This means that Users’ Personal Information may be transferred outside of New Zealand. However, where we disclose Personal Information to a third party in another country, we place or obtain safeguards to ensure Users’ Personal Information is protected (except as expressly disclosed in this Policy). Where Users’ Personal Information is transferred outside New Zealand, it will (except as expressly disclosed in this Policy) only be transferred to:

* Countries that have been identified as being subject to privacy laws that, overall, provide comparable safeguards to those under privacy laws in New Zealand); or
* A foreign Person or entity where we have transfer mechanisms in place to protect Users’ Personal Information; or
* A foreign Person or entity that we believe on reasonable grounds is subject to the Privacy Act 2020 (NZ), or is a participant in a prescribed Binding Scheme, or is subject to privacy laws of a Prescribed Country; or
* A recipient that has agreed to data protection and privacy commitments that, overall, provide comparable safeguards to those under privacy laws in New Zealand.

For further information, please contact us using the details set out in the contact section below.

# Retention and deletion of personal Information

The period of time for which we hold Personal Information that we have collected varies according to what the Personal Information is used or required for, and whether we have an ongoing need to retain it (for example, to provide Users with a service they have requested or to comply with applicable legal requirements such as financial record-keeping legislation).

Unless there is a legal requirement or justification for us to keep the Personal Information, we will retain it for no longer than is necessary:

* To provide the services requested by the User;
* As part of our usual record-keeping practices;
* To fulfil the purpose(s) for which the Personal Information was originally collected;
* In accordance with our internal retention policies and practices; or
* For any other purpose(s) authorised by the User.

Once Personal Information is no longer required, the Personal Information will be deleted, securely destroyed or anonymised.

# Accessing and Updating User Personal Information

Users are responsible for ensuring that Personal Information provided to us is accurate, complete and up-to-date. This includes personal or sensitive information contained in their User content. We will also take reasonable steps to ensure that any Personal Information that we collect (i.e. information obtained from other sources) is accurate, up-to-date, complete and not misleading.

We endeavour to provide Users with reasonable access to Personal Information we hold about Users, and Users may request that we update, correct or delete any Personal Information that is inaccurate or inappropriate for the purposes for which it was collected.

Requests for access to, or the correction of, Personal Information should be emailed to privacyofficer@dinz.org.nz, and include the words 'Attention: The Privacy Officer’.

We will process requests as soon as reasonably practicable, provided we are not otherwise prevented from doing so by law. If we are unable to meet a User’s request, we will explain the reasons why when we respond to the User’s request. For example, the information may not be readily retrievable and it may not be reasonable or practicable for us to process the request in the manner requested.

# How to Contact Us

## Please contact us if you have any questions or complaints about this Privacy and Data Policy, if you wish to access, update, erase and/or correct Personal Information, or if you otherwise have a question or complaint about the manner in which we, our service providers or our sponsors treat Personal Information.

Users may write to our Privacy Officer by email, including any supporting documentation, at privacyofficer@dinz.org.nz, and include the words 'Attention: The Privacy Officer’.

Alternatively, you can write to us at:

The Designers Institute of New Zealand Inc.

Attention: Privacy Officer

PO Box 109423

Newmarket

Auckland 1149

New Zealand

We will endeavour to respond within 30 days.

## Application of this Privacy and Data Policy

Our Privacy and Data Policy applies to all of the services offered by us. Our Privacy and Data Policy does not cover the information practices of other companies and organisations (such as our sponsors or third party service providers) that supply, contract and advertise using our website.

## Changes to this Privacy and Data Policy

## We keep this Policy under regular review to make sure it is up to date and accurate. We also reserve the right to change this Policy from time to time, as our practices evolve to meet new requirements, standards, technologies and customer feedback. We will post any privacy policy changes on our website (<https://designersinstitute.nz/resources/tab/professional-documents/dinz-privacy-policy/>) and will update the “last updated” date at the top of this Policy. Continued use of our services by Users will be deemed acceptance of any amended Policy.

We recommend that Users regularly review this Policy to learn how we protect Personal Information.

## Definitions

In this Policy, unless the context requires otherwise:

Binding Scheme means a binding scheme specified in regulations made under section 213 of the Privacy Act 2020 (NZ);

Person means and includes any natural person, company, corporation, firm, partnership, joint venture, society, organisation or other group or association of Persons (whether incorporated or not), trust, state or agency of state, statutory or regulatory body, local authority, government or governmental or semi-governmental body or agency (in each case whether or not having separate legal personality);

Personal Information means information about an identifiable individual and includes, without limitation, names, iwi, addresses, phone numbers, email addresses and IP addresses;

Prescribed Country means a country specified in regulations made under section 214 of the Privacy Act 2020 (NZ);

User(s) means all Persons accessing our website and/or using our services (including any part of the services), including Designers Institute members, Persons that access or use our website, and any other Persons providing Personal Information to us;

we, us, our, means The Designers Institute of New Zealand Incorporated.

Designers Institute