

SOCIETY OF BEER ADVOCATES PRIVACY POLICY

PURPOSE

The purpose of this policy is to ensure that the Society of Beer Advocates (SOBA) meets its obligations under the Privacy Act 1993 and manages private information lawfully and appropriately.

OBJECTIVES

The objectives of this policy are to:

- ensure that SOBA meets its obligations under the Privacy Act 1993
- ensure that SOBA treats its members' personal information with respect
- provide clear rules for all those who have access to the SOBA membership database.

APPLICABILITY

This policy applies to all people who have access to the SOBA membership database and SOBA members' personal information in any form and includes the SOBA Committee, Regional Coordinators and others.

BACKGROUND

SOBA collects, stores and uses information from its members. It is important that this information is collected, stored and used consistently with the Privacy Act 1993. It is also important that all people who have access to this information understand their obligations and treat members' personal information appropriately and with respect.

POLICY STATEMENT

Principle 1: Purpose of collection of personal information

SOBA collects personal information from you for the purpose of processing, maintaining and renewing your SOBA membership and providing you with information about the benefit and privileges of membership.

Principle 2: Source of personal information

SOBA will not collect, store and use information about you from any other source.

Principle 3: Collection of information

This Privacy Policy details the reasons for SOBA's collection, storage and use of personal information as required under the Privacy Act 1993. This policy is located on the www.soba.org.nz website. An electronic copy of this policy can be obtained by emailing secretary@soba.org.nz.

Principle 4: Manner of collection of personal information

Your personal information will be collected via paper or online membership forms. Your provision of personal information for your membership is entirely voluntary however, if the required information is not provided SOBA may not be able to complete your membership.

Principle 5: Storage and security of personal information

Your membership information is held in the SOBA membership database. The database is password protected. Only those people on the SOBA Committee, Regional Coordinators and other who need membership information for their work for SOBA have access to the database. Access to the database is recorded in the database.

No person with access to the database is permitted to access or use that information for reasons other than those associated with their SOBA role.

Principle 6: Access to personal information

You may email members@soba.org.nz to ask for a copy of your membership information at any

time. Your request will be dealt with in a timely manner and no less than 20 working days.

We can refuse a request if we find we do not hold information, for example, because it has been deleted from the membership database consistent with this policy or if the request is frivolous or vexatious, for example, you make regular requests for the same information where that information has not changed.

Principle 7: Correction of personal information

You may email members@soba.org.nz to request correction of your personal information. SOBA will make the requested correction unless exceptional circumstances apply, for example, where SOBA knows you are asking for false or misleading information to be included in your membership information. Where information is not corrected a statement will be linked to your membership information saying what correction was sought but not made.

Principle 8: Accuracy of personal information to be checked before use

The completion of the membership form is considered to be adequate evidence of your identity for the purposes of membership. SOBA requests that you update your membership using your online access to your membership record.

Principle 9: Personal information not to be kept for longer than necessary

Your personal information in the SOBA membership database will be held for the period for which your membership is active and a period of no longer than five years after your membership has expired. This is to enable reminders about the renewal of your membership and the benefits and privileges of SOBA membership.

Information entered in to initiate membership, where membership is not completed, will be deleted after a period of no longer than one year. This is to enable a reasonable time for membership fees to be made and membership to be completed.

Principle 10: Limits on use of personal information

Your personal information in the SOBA membership database will not be use except as allowed under the Privacy Act 1993 and necessary for the purposes of maintaining your membership or providing you with access to the benefits and privileges of membership. This includes where:

- the disclosure is related to a membership matter; or
- the information is otherwise publicly available; or
- disclosure is to you, upon your request; or
- disclosure is authorised by you; or
- disclosure is necessary to prevent or lessen a serious threat to:
 - public health or safety
 - the life or health of any individual; or
- the information will not enable you to be identified; or
- disclosure has been authorised by the Privacy Commissioner under section 54.

This means that, generally, your information will only be used to tell you about:

- national events such as the Annual General Meeting or National Homebrew Competition
- SOBA festivals across the country
- local SOBA events and gatherings
- SOBA membership benefits and privileges
- SOBA membership renewals.

No SOBA Committee member, Regional Coordinator or other person with access to the membership database can use your personal information for personal, business or non-SOBA matters. They cannot use your information for any reason other than provided for by the role they

undertake for SOBA.

Principle 11: Limits on disclosure of personal information

Your personal information in the SOBA membership database will not be disclosed except as allowed under the Privacy Act 1993. This includes where:

- the disclosure is related to a membership matter; or
- the information is otherwise publicly available; or
- disclosure is to you, upon your request; or
- disclosure is authorised by you; or
- disclosure is necessary to prevent or lessen a serious threat to:
 - public health or safety
 - the life or health of any individual; or
- the information will not enable you to be identified; or
- disclosure has been authorised by the Privacy Commissioner under section 54.

No SOBA Committee member, Regional Coordinator or other person with access to the membership database can disclose your personal information for personal, business or non-SOBA matters. They cannot use your information for any reason other than provided for by the role they undertake for SOBA.

Principle 12: Unique identifiers

SOBA will assign you with a unique membership number when you join our organisation. This is done when you complete the online membership form and your membership is processed. The completion of the membership form is considered to be adequate evidence of your identity for the purposes of membership.

Your unique membership number will be noted on your membership card and will remain valid for as long as your membership is active. You may be asked to show your membership card or provide your membership number to access demonstrate your right to access some SOBA membership benefits or privileges.

DEFINITIONS

Working day means any day of the week other than:

1. Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday and Waitangi Day; and
2. if Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday; and
3. a day in the period commencing with 25 December in any year and ending with 15 January in the following year.

APPROVAL DETAILS AND VERSION CONTROL

All substantive updates should be registered as a new version (i.e., V1, V2). Minor editorial amendments can be recorded as sub-versions (i.e., V1.1, V1.2).

All substantive updates should be approved by a quorum of the Committee. Minor editorial amendments can be approved by the Chair.

Version	Date	Approved by