ICOM AOTEAROA NEW ZEALAND PRIVACY POLICY

This website is the property of ICOM Aotearoa New Zealand, a charity governed by New Zealand law in accordance with the Privacy Act 2020, with its postal address is PO Box 44-114, Pt Chevalier, Auckland, 1246.

ICOM Aotearoa New Zealand email address: icom@icomaotearoa.org.nz
ICOM Aotearoa New Zealand telephone number: +64 21 640 326
Privacy Officer: icom@icomaotearoa.org.nz
Effective Date: 1 September 2026

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

The personal data we will collect; use of collected data; who has access to the data collected; and the rights of Site users.

This Privacy Policy applies in addition to the terms and conditions of our Site. We do not collect any personal data without your knowledge and collect only the data strictly necessary for the purposes described in this policy.

Cookies

The ICOM Aotearoa New Zealand website can be browsed without providing any personal information. However, certain technical data (cookies) may be collected automatically for the purposes of the website's operation and security, in particular: IP address; browser type; operating system; pages viewed; date and time of connection; and referring website.

Cookies are not used to gather or allow the gathering of any personally identifiable information and are not used to track individual user activity around this site. Cookies can be manually disabled at any time via your web browser, not affecting your ability to view the site.

Providing your data

Your personal data may be requested when:

- you join the association or apply for membership;
- you subscribe to the newsletter;
- you contact us by email;
- you use the members' area of the website, where applicable;
- you submit an application or a proposal to contribute to the association's activities.

Member Data

As part of membership management, ICOM Aotearoa may collect:

- surname and first name;
- title and role;
- date of birth;
- personal contact details (address, telephone number, email, fax);
- work contact details (organisation, address, telephone number, email);
- membership number;
- affiliated committee(s);
- membership category (individual, institutional, student, honorary, supporting).

As ICOM is an international organisation, certain personal data may be transferred to ICOM Paris via the ICOM Membership Portal (IRIS) in connection with:

- membership management;
- participation in the activities of national or international committees;
- the organisation of international events or projects.

You have the option of providing your name and contact information to a third party (MailChimp) for us to communicate via newsletter or (Wordpress) to submit to our blog. If you change your mind, you can opt-out of the use of your personal data by clicking "unsubscribe" on the bottom of any newsletter email or updating your email preferences under "Your Account" in MailChimp. You can ask for your data to be deleted from the Wordpress database hosted by The IT Bear.

Data Rights

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong or deleted from all records. If you would like a copy of your information, to have it corrected, or deleted, please contact us at icom@icomaotearoa.org.nz.

We keep your information safe by storing it in encrypted files and only allow our Board or members of the association holding a position that requires access to this data. These individuals are bound by a duty of confidentiality.

In accordance with ICOM's policy, a member is inactive when they don't pay their membership fees for any given year. It is reasonable for an organisation to keep data of inactive members for a few years (no more than 5 years for the IRIS database), for example, to remind them to renew their membership. After this time, IRIS will identify and delete records of members who have been inactive for more than five years.

We may amend this Privacy Policy to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy, we will update the "Effective Date" at the top of this Privacy Policy.