**Wellington Combined Probus Club Inc**

**Privacy Policy (as approved on 23 August 2025)**

**Background**

All New Zealand Probus Clubs are subject to the requirements of the Privacy Act 2020 (the Act) and should establish a Privacy Policy that follows the Privacy Principles under the Act. These Principles include that the personal information provided to Clubs by members is being collected for a lawful purpose, used in accordance with that purpose, stored appropriately, not provided to a third party without consent and is subject to the member’s control.

The Act requires Clubs to notify the Privacy Commissioner and any affected individuals if a ‘’notifiable privacy breach’’ occurs. The definition of a ‘notifiable privacy breach, and the actions that Clubs must take if a breach occurs are set out in the Act and on the Privacy Commissioner’s website at https://www.privacy.org.nz.

In this Privacy Policy ‘the Club’, ‘we’, ‘our’ and ‘us’ means Wellington Combined Probus Club Inc and any references to ‘you’ or ‘your’ means the member.

1. **We will only collect personal information if it is for a lawful purpose and the information is necessary for that purpose.**

We collect your personal information in order for us to meet the requirements of the Constitution, which include holding regular meetings and arranging activities that provide opportunities for members to stay engaged and connected through social interaction. We collect your personal information through our Membership Application Form. This includes all the necessary consents, which you agree to by signing the Form, providing us with permission to use your image taken during any Probus event to promote our Club and Probus generally.

1. **Generally, we collect personal information directly from the person it is about.**

We will only collect information about you which is received from you. We will not change information about a member unless it is obtained from that member.

1. **When we collect your personal information, we will take reasonable steps to make sure that you know: why it’s being collected, who will receive it, whether giving it is compulsory or voluntary and what will happen if you don’t give us the information.**

Persons who wish to be members of the Club are required to provide certain personal information in order for us to meet the requirements of our Constitution. Information provided to us will be used in accordance with this Privacy Policy and the Privacy Policy of Probus of South Pacific Limited (PSPL) which can be viewed at [www.probussouthpacific.org](file:///C%3A%5CUsers%5Csilvanam%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C53FMA0ZL%5Cwww.probussouthpacific.org).

Personal information about members is most likely to appear in the Club’s monthly newsletter or in the Contact List sent to members from time to time.

1. **We will only collect personal information in ways that are lawful, fair and not unreasonably intrusive.**

We collect your personal information via our Membership Application Form.

1. **We will make sure that there are reasonable security safeguards in place to prevent loss, misuse or disclosure of personal information.**

We will take all reasonable steps to protect your personal information including:

* limiting that information to persons who need to receive it to comply with our Constitution;
* reminding members not to misuse or disclose personal information to anyone who is not entitled to receive it; and
* ensuring destruction of personal information held by those who no longer need to hold it.
1. **You have the right to ask us for access to your personal information.**

You can make a written request at any time to the Club Secretary for a copy of your personal information held by us.

1. **You have the right to ask us to correct your personal information if you think it is wrong.**

We will correct your personal information if it is wrong, following a written request to the Club Secretary.

1. **Before using or disclosing personal information, we will take reasonable steps to check it is accurate, complete, relevant, up-to-date and not misleading.**

It is your responsibility to provide the Club Secretary with any changes to the personal information you have previously provided.

1. **We will not keep personal information for longer than is necessary.**

We will keep your personal information for the time necessary to comply with the requirements of our Constitution.

1. **Generally, we will only use your personal information for the purpose we collected it.**

We will use your personal information in order for us to meet the requirements of our Constitution. We will not use it for any other purpose without your permission. We will ensure that anyone who is provided with information about members knows that they cannot use it for any purpose other than that approved by us. Where personal information is provided to PSPL, the information will be used in accordance with PSPL’s Privacy Policy.

1. **We will only disclose personal information in limited circumstances.**

We will disclose certain personal information about you to PSPL as outlined in our Membership Application Form and in PSPL’s Privacy Policy.

1. **We will only send personal information to someone overseas if the information is adequately protected.**

PSPL is based in Australia and is subject to the requirements of the Australian Privacy Act 1988 which contains safeguards similar to that of the New Zealand Act, and which ensures that all personal information is adequately protected.

1. **We may issue you with a unique identifier which is a number or code that identifies you in your dealings with us and PSPL.**

PSPL issues a membership number as a unique identifier in order to identify you as a member of our Club. This identifier is required for the provision of services by PSPL.