

Restoration Day 2022 Privacy Statement

What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this privacy statement to explain how we deal with your personal information collected during the Restoration Day 2022 event. Personal information is information about an identifiable individual – you.

Our collection, use and disclosure of your personal information addresses the requirements of the Privacy Act 2020. This Act is administered by the Ministry of Justice and its application is overseen by the [Privacy Commissioner](#).

What personal information do we collect and for what purposes?

Greater Wellington is collecting your name, email address, and phone from you directly through an electronic form. We will also ask for your Restoration Day group and whether you are attending the 2022 webinar and/or on-site fieldtrips. After the event, we will invite you to complete a feedback form asking what you most enjoyed, what we could improve on and what kinds of topics you would like to see in future Restoration Day events. Your provision of all of this information is voluntary.

The purposes for collecting this information are to:

- Contact you about future Restoration Days, Restoration Workshops (which are localised training events), and related environmental restoration training opportunities
- Manage your attendance at the Restoration Day 2022 webinar and fieldtrips for which you are registered
- Collaborate with the Department of Conservation on Restoration Day activities, who may also contact you for the above purpose
- Provide identifying information to third parties delivering these training events or opportunities
- Analyse and advise (in an aggregated form) how we can improve future events to better meet the needs and aspirations of participants.

If you decide not to provide this information, we won't be able to contact you about the webinar, field trips, or future Restoration Days and training opportunities; nor be able to consider your views on how to improve future events.

Using your information

We will only use the personal information provided to us:

- For the purposes we collect that information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use).

Data storage, security and accuracy

Greater Wellington has implemented measures to ensure your personal information is kept safe and secure; is protected against loss, damage, misuse and unauthorised access; is kept accurate, current, complete, and relevant; and is not misleading.

These measures include:

- Digital information is held in a secure folder in Greater Wellington's document management system
- Access to this secure folder is limited to Biodiversity Advisors and Events Coordinators delivering Restoration Day 2022, the Restoration Day Coordinator, and system administrators.

Sending your information to others

We are sharing your personal information with a:

- Community Ranger and their manager at the Department of Conservation to enable its collaboration in delivering Restoration Day
- Contractor to coordinate and manage Restoration Day 2022.

How long do we hold your personal information?

We will retain your:

- Name and email address on our Restoration Day contact list until you ask us to remove you
- Other personal information until 31 August 2023.

After these periods have ended, we will destroy your information.

Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at privacy@gw.govt.nz
- If applicable, ask us to correct that information.

Once we have verified your identity, we will provide you with confirmation and access, unless we believe we should withhold the information under the Privacy Act 2020. We will deal with your request within 20 working days; and, if we decide to withhold, we will provide the reasons and supporting grounds.

Correction

If we:

- Agree that your personal information needs to be corrected, we will do so and provide you with an amended record (if requested)
- Refuse a request for correction, you are entitled to request that a statement is attached to the relevant personal information recording that the correction was sought but not made. This request can include non-active/historical records.

Your rights to access and correct any personal information we hold are subject to the Privacy Act 2020.

Contact us

For further information about this privacy statement and our related information practices, please contact us on biodiversity@gw.govt.nz.

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at privacy@gw.govt.nz.

Complaints

If you consider we have breached your privacy, or there is a privacy matter that we cannot resolve, you can make a complaint to the Privacy Commissioner at:

Phone 0800 803 909 (Monday to Friday 10am to 3pm)

Email enquiries@privacy.org.nz

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.