



PRIVACY POLICY

Thank you for using the New Zealand Association of Clinical Research (NZACRes) website. We are committed to protecting the privacy of the personal information you provide to us during your use of our website, and/or any verbal or written communication that occurs between us. This Privacy Policy outlines how we collect, use, store and disclose your personal information.

This Policy applies to our obligations under the New Zealand Privacy Act 2020.

Who we are

New Zealand Association of Clinical Research Incorporated (also known as NZACRes) is a registered New Zealand charity.

We operate the website www.nzacres.org.nz

NZACRes must abide by the rules of the Charities Act 2005 as well as the Incorporated Societies Act 1908.

In accordance with the Incorporated Societies Act 1908 (clause 22), NZACRes must keep a register of its members that includes names and addresses of members as well as membership dates.

NZACRes is also legally required to, upon request, provide the list of members (including names and addresses) to the Registrar of Incorporated Societies.

Consent

By using our website, you accept the terms of this Policy. You also consent to us collecting, storing, and using your personal information for the purposes for which you provided it.

The information we collect

We collect personally identifiable information from you when you:

- complete an online form (event registration forms, surveys, questionnaires)
- create a membership account with us

We may also collect personal information contained in any verbal or written communications between you and us, such as:

- contact us via our website
- during telephone conversations
- via email messaging
- via text messaging
- via social media messaging, e.g. LinkedIn



The information we collect includes but may not be limited to:

- your name
- your email address(s)
- your telephone number(s)
- your physical work and/or home address
- organisation details
- your position & role
- invoicing information
- purchase information

Providing some information is optional but if you choose not to provide the required information, we will be unable to provide our services to you.

We collect your personal information because we have a legal obligation to do so, and to:

- communicate with you, including responding to your feedback and information provided in submission forms
- administer, evaluate and improve our site
- improve our services and resources
- conduct administrative tasks within our charity
- enable your use of the services available on our website
- send you relevant communications via email and/or other messaging
- send you information and event email notifications, and newsletters
- send you membership and renewal notifications
- deal with enquiries and complaints made in relation to our website or content
- for any other purpose that aligns with the delivery of the goals of the members association

Unless you give us permission to reuse your personal information, we only hold this information for as long as it is required for the purpose for which it was provided or until you ask for it to be removed. We then destroy or de-identify personal information unless we are otherwise required or authorised by law to retain the information.

We also collect non-identifiable information, when you engage with our website, such as:

- Your device ID, device type and information, geo-location information, Internet Protocol (IP) address and standard web log information.
- We use Google Analytics software to help measure traffic patterns to, from, and within our website. This service is used to anonymously aggregate website statistics such as number of page views, the number of visitors, time spent on our site, browser types, and common entry and exit points into and from the website. All information is aggregated by Google Analytics and provided to us to help us better understand usage of our website — no individual visitors are identified. Google Analytics is a leader in the industry and their systems have been adopted as an accepted website traffic measurement standard amongst major websites. You can learn more



about Google Analytics by visiting the following links:

<https://marketingplatform.google.com/about/analytics/>

<https://policies.google.com/privacy?hl=en>

- **Email Marketing**
Currently we hold a secure account with marketing service Mailchimp. Please see their Privacy Policy here: <https://mailchimp.com/legal/privacy/>
- **Social Media Advertising**
Currently we use LinkedIn. Please see their Privacy Policy here: <https://www.linkedin.com/legal/privacy-policy>
- **Cookies** are small files that a website can send to your computer which can be stored on your hard drive (persistent cookies) or in memory (session cookies). Cookies store information about your preferences on a particular website and can remain on your computer once you have exited from that website. Portions of our site use cookies to keep track of your shopping cart, where applicable. Or Portions of our site may use cookies to deliver content specific to your interests.
- The system will assign a unique identification code when you become a member. This would be your Unique Identifier and will only be used in the background to ensure the right information is linked to the right member. You will select your log in details and passwords and only you will have access to them. The administrators can reset passwords but will not be able to see them.

Disclosure of personal information

We do not and will never disclose any personal information you provide to us to any outside parties without your permission, unless it is necessary for us to do so in order to carry out our service to you, for example with our:

- service providers such as our web host, IT system administrators and professional advisors
- contractors who work with us to provide specific services

or otherwise as required by law, such as in accordance with the Incorporated Societies Act 1908.

Your personal information will only ever be disclosed to third parties who have agreed to treat your personal information in a manner consistent with New Zealand's privacy laws.

Security of information

We employ all reasonable precautions to prevent the loss, misuse, or alteration of your personal information. We hold your personal information digitally in secure databases operated by our third-party service providers.. We do not hold hard copies of personally identifiable information unless required for a specific purpose, such as an event. Hard copies are kept securely and will be destroyed when no longer needed.

Access to your information within our organisation is limited to employees that are entitled to access this information as a requirement of their role.

Our website uses secure sockets layer (SSL) technology which establishes an encrypted link between our web server and a user's web browser. This link ensures that all data passed between the web server and browser remain private. However, by using our site, you acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet, regardless of how securely we store your data.



Personal information that you visibly publish on our website or submit for publication on our website may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

Links to other websites

This website contains links to other sites and embedded content from other providers. Please be aware that we are not responsible for the accuracy or the privacy practices of such sites. This Privacy Policy applies solely to information collected on this website and/or in any verbal or written communication that occurs between us.

Accessing and updating your personal information

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. If you would like to ask for a copy of your information, or to have it corrected, please contact us at the details provided at the bottom of this page.

If at any time you would like to opt out of receiving any correspondence from us, or would like your personally identifiable information removed from our database, please contact us using the details at the bottom of this page and we will honour your request.

Amendments to our Policy

We may, from time to time, amend this Privacy Policy. Any changes will be effective immediately upon the updating of this Privacy Policy on our website. Following any changes, should you continue to use our services, it will be deemed that you have agreed to such changes.

Making a complaint

If you believe your privacy has been breached or if you have a complaint about our handling of your personal information, please contact us using the details below.

We take privacy complaints seriously. If you make a complaint, we aim to respond within 10 business days to acknowledge your complaint at which time we will let you know how long we will take to resolve your complaint. We will investigate your complaint and write to you to explain our decision as soon as practicable.

How to contact us

If you would like to know more about how we collect, use, store and disclose your personal information, please contact us using the details below.

Email: privacy@nzacres.org.nz

Address:

NZACRes

PO Box 7044

Mornington

Dunedin

9040