



Privacy Notice

Road Transport Forum New Zealand Incorporated, trading as Ia Ara Aotearoa Transporting New Zealand (Transporting New Zealand), must comply with the Privacy Act 2020. This Privacy Notice describes how we collect, use, and share personal information and explains your rights in relation to those activities.

Why we collect your information

Transporting New Zealand value your privacy and take steps to ensure that your information remains confidential. However, collection of your personal information is necessary to carry out our operations, functions and activities as a membership organisation, an employer and as a facilitator placing individuals into employment and training.

How we collect your information

Transporting New Zealand collects your information in three ways:

1. Through information you provide to us such as:

- when you complete our membership application form;
- as part of our recruitment and employment processes;
- when you register or attend events, seminars, functions and conferences;
- when you participate in surveys and competitions;
- through discussions and interactions with us;
- when you apply to go on a training programme and work placement programme;
- when you purchase products and services from us;
- when you apply for a scholarship or award.

2. Information automatically collected such as:

- through using our websites, emails, ordering systems and other services that we provide to you.

3. Information collected from third parties includes:

- from public sources such as media articles, social media, companies register, and the internet);
- from government or education providers such as Ministry of Social Development, Ministry of Justice and industry training organisations;
- from recruitment agents that work on our behalf;
- by third parties that provide services to us or you;
- through pre-employment checking;

- by photographers and videographers at our events; and
- by third parties with whom we also share information, including our commercial partners.

What personal information we collect

We will only collect personal information that is necessary to deliver the best possible service to you. The types of personal information we collect will vary depending on your dealings with Transporting New Zealand and the services we (or our contractors and third parties) provide to you.

Staff member, board member or contractor

The information we collect may include your:

- biographical details (including name, former name, alias, gender, gender identity and date of birth);
- contact details (including address, telephone, email, and emergency contact details and next of kin contact details);
- education record and academic record;
- professional affiliations;p
- previous employment history (e.g. your CV);
- bank account and tax information;
- citizenship and passport details, and (where relevant) information on your entitlement to work for us in New Zealand;
- criminal convictions, and other pre-employment vetting and verification information;
- country of origin;
- interactions and communications with us and our systems;
- device ID (when you use a device to connect to our server);
- your image (for example, from photos);
- your voice (through recording of zoom meetings);
- photographs (for staff list on website) and conference;
- information provided through reference checking processes; and
- other information that you have decided to share with us.

If you are a prospective staff member applying for a position with us, or a contractor engaged (or seeking to be engaged) to provide services to us, the information we collect about you will include the categories of information described above that are necessary for us to consider and decide upon your application for employment, or to decide and manage your terms of engagement with us.

Potential trainees and employers of trainees

The information we collect may include:

- biographical details (including name, former name, alias, gender, gender identity and date of birth);
- contact details (including address, telephone, email, and emergency and alternative contact details);
- work and income client number;
- employment details such as employment contract and payslip;
- interactions and communications with us and our systems;
- your image; and
- other information that you have decided to share with us.

Members, commercial partners, affiliated associations, regulatory services, customers, conference delegates, seminar and workshop attendees and staff of the aforementioned

The information we collect may include, but is not limited to, your:

- organisation's name,
- organisation contact details (including address, telephone, email, social media and website links, contact preferences and individual staff members);
- interactions and communications with us and our systems;
- the type of transportation services your organisation provides;
- truck equivalents;
- responses to our electronic communications; and
- events you have been invited to and whether or not you have responded or attended.

In addition, we may also collect information about your:

- family details, including spouse/partner if attending conferences;
- links with other organisations and individuals
- business details including positions, and membership of other interest groups;
- career highlights and other lifetime achievements;
- outside interests and membership of groups;
- media articles; and
- any other information that you have decided to share with us.

Who has access to your information?

Transporting New Zealand staff have access to your information where they have a genuine need to do so. There are circumstances where personal information may be shared with external organisations and people. However, this is only done where it is necessary for us to carry out our operations, functions and activities, or it is permitted or required by law.

Who do we share information with?

People and organisations we share specific categories of information with include:

- New Zealand Government departments and agencies – including, the Ministry of Transport, Waka Kotahi NZ Transport Agency, the Ministry of Social Development, the Inland Revenue Department, the Ministry of Justice, Statistics New Zealand, Immigration New Zealand, the Accident Compensation Corporation, the Tertiary Education Commission and the New Zealand Qualifications Authority;
- Local authorities – including the Greater Wellington Regional Council and the Wellington City Council;
- Other transport associations in New Zealand and overseas such as the American Transport Association;
- Service providers contracted to Transporting New Zealand;
- Our commercial partners who use member contact information:
 - to promote goods and services to our members (including fuel, tyre and insurance suppliers). Members are able to opt out of this information sharing, including on our membership application form or by contacting us directly; and
 - for the purpose of evaluation of valid membership: confirming that those claiming discounts and promotions are valid members of Transporting New Zealand; assessing membership numbers to help calculate appropriate discounts; and ensuring authorised communications are sent to the right members.

- Law enforcement agencies and emergency services;
- Employers and trainee providers;
- Member Associations;
- Scholarship or prize providers and sponsors (only if you have applied for, or been awarded, a scholarship or prize);
- Social media – including Facebook programmes;
- Organisations and individuals involved in hosting events that you attend;
- Your emergency contacts (in an emergency situation or if we have concerns about the safety, security or wellbeing of yourself or others);
- Our insurers, professional advisers and auditors.

How long do we keep personal information?

We retain your personal information for as long as is necessary for our operations, functions, activities, and for us to comply with our legal obligations and perform our contracts with you.

ID numbers

If you are a trainee, member or a staff member, a unique identifier (in the form of an ID number) may be assigned so that we can carry out our purposes effectively and efficiently.

Access to your personal data

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 (and you are unable to update it yourself through a relevant online service). If you would like to do this, please email info@transporting.nz. If you would prefer to email directly, please contact our Privacy Officers Billy Clemens (billy@transporting.nz) or Jenny Murray (jenny@transporting.nz). You may need to provide specific details about the nature of your relationship with Transporting New Zealand and the information you are seeking so that we can easily locate it for you.

We'll respond to your request as soon as reasonably practicable and no later than 20 working days after we receive it.

You also have the right to make a complaint to the Office of the Privacy Commissioner if you think we have breached, or may have breached, your privacy. You can contact the Office of the Privacy Commissioner at www.privacy.org.nz.

Information security

We deploy Secure Sockets Layer (SSL) via Lets Encrypt security certificates across our entire site, to ensure that information between your computer and our server is encrypted and cannot be intercepted. We do not store your credit card information. Credit card information is processed by Windcave which adheres to the Payment Cards Industry Data Security Standard to ensure credit card information remains safe.

The security of personal information is important to us, but please remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While Transporting New Zealand strive to use commercially acceptable means to protect personal Information, we cannot guarantee its absolute security.

Amending our Privacy Notice

From time to time, Transporting New Zealand may need to update this Privacy Notice to ensure we can carry out our operations, functions and activities as a membership organisation, and to reflect good privacy practice. A current version of our Privacy Notice will be made available on our website, and we will notify our membership and staff of any updates.

Contact

Any questions about our Privacy Policy or Privacy Notice can be sent to our Privacy Officers Jenny Murray (jenny@transporting.nz) or Billy Clemens (billy@transporting.nz).