



PRIVACY POLICY

1. Our Commitment to Privacy

The Southern Cross Staffordshire Bull Terrier Society Incorporated (SCSBTS, the Society, we, us, our) is committed to protecting the privacy of our members and others whose personal information we hold. This Privacy Policy sets out how we collect, use, disclose, store, and protect your personal information in accordance with the Privacy Act 2020 (the Privacy Act) and the Incorporated Societies Act 2022 (the Act).

We are an "agency" for the purposes of the Privacy Act 2020 and are bound by the 13 Information Privacy Principles (IPPs) set out in section 22 of that Act.

2. What Personal Information We Collect

We collect the following personal information:

- Your name, postal address, email address, and telephone number
- Details of your dog(s), including registration details and breeder's details
- Your membership status and payment history
- The date on which you became a member of the Society
- The date on which your membership ceased (where applicable)

We collect this information when you join the Society, renew your membership, participate in events organised by the Society, or otherwise communicate with us.

3. Why we Collect Your Personal Information

We collect your personal information for the following lawful purposes connected with our functions and activities:

- Membership administration:** To manage your membership, process your membership fees, maintain our register of members, and communicate with you about Society matters
- Show and event administration:** To administer Society shows, events, and competitions in which you or your dog(s) participate
- Trophy administration:** To manage the Society's trophy programme
- Legal compliance:** To comply with our obligations under the Incorporated Societies Act 2022, the Incorporated Societies Regulations 2023, and other applicable legislation
- Historical record:** To maintain accurate historical records of the Society's activities, show results, and champions

We will not collect more personal information than is necessary for these purposes.



4. Legal Requirement to Retain Member information

We are required by law to keep a register of members. Under section 79 of the Incorporated Societies Act 2022 and regulation 23 of the Incorporated Societies Regulations 2023, this register must contain:

- The name of each current member
- The last known contact details of each current member
- The date on which each person became a member
- The name of each person who has ceased to be a member within the previous 7 years, and the date on which their membership ceased

This means that when your membership ends, for any reason, we are legally required to retain your name and the date your membership ceased for a period of 7 years from the date of cessation.

After that 7-year period has expired, your information will be removed from the register of members.

This retention is required by law. You cannot request early deletion of this information during the 7-year retention period, as it is a mandatory legal requirement under the Incorporated Societies Act 2022 and its Regulations.

5. How Long we Retain Your Personal Information

Type of Information	Retention Period	Basis
Member name, contact details, membership date	Until membership ends, then name and cessation date retained for 7 years	Legal requirement: IS Act 2022 s.79 and IS Regulations 2023 reg.23
Name and date membership ceased	7 years from cessation	Legal requirement: IS Act 2022 s.79 and IS Regulations 2023 reg.23
Minutes of meetings	Up to 7 years	Incorporated Societies Act 2022 (accounting and records obligations)
Show catalogues	Up to 7 years	Lawful purpose: Society records
Newsletters	Up to 7 years	Lawful purpose: Society records
Annual championship BIS and RBIS winners	Permanently	Lawful historical record purposes
Show photographs	Permanently	Lawful historical record purposes
Names of judges	Permanently	Lawful historical record purposes

We will not keep personal information for longer than is required for the purposes for which it may lawfully be used, as required by IPP 9 of the Privacy Act 2020.

6. Show Catalogues, Newsletters, and Historical Records

Show catalogues: If you are an SCSBTS show exhibitor, your name will be listed in the show catalogue for that show. Show catalogues are retained by the Society for up to 7 years.



Newsletters: If you are an SCSBTS show class winner, your name and photograph may be listed in the Society's newsletter. Our newsletter is distributed to members of the Society only. Newsletters are retained by the Society for up to 7 years.

Permanent historical record: We retain a permanent historical record of SCSBTS's annual championship Best in Show (BIS) and Reserve Best in Show (RBIS) winners, all show photographs, and the names of judges who judged at those shows. This information is retained permanently for long-term historical reference. By participating in SCSBTS shows, you consent to your name being included in this permanent historical record if you win an award at a championship show.

7. Photographs and Imagery

As part of our commitment to promoting the club and capturing the memorable moments of our events and activities, SCSBTS may take photographs and videos of members, their dogs, and guests during club events. These images may be used for promotional materials, including but not limited to our website, social media channels (including Facebook and Instagram), newsletters, and other club-related publications.

Consent: By participating in club events, you consent to the use of your image and likeness in such materials. Guests who are not members of the Society will be notified of this photography policy by either a handout given, signage displayed at the event or by verbal announcement at the commencement of the event.

Opt-out: If you prefer not to have your photograph taken or used, please notify the Secretary in writing at scsbts@gmail.com prior to the event (or as soon as practicable). We will make every reasonable effort to accommodate your request. Please note that where photographs have already been published (for example, in a newsletter or on social media), we will use reasonable endeavours to remove or obscure your image upon request, but we cannot guarantee removal from third-party platforms once published.

Use of images: We will only use photographs for the purposes described in this section. We will not use your image for any purpose unrelated to the Society's activities without your express written consent.

Historical records: We retain a permanent historical record of SCSBTS's annual championship BIS and RBIS winners, all show photographs, and the names of judges who judged at those shows. Photographs retained as part of this permanent historical record are kept for long-term historical reference purposes. This retention is consistent with the Society's legitimate historical record-keeping function and is considered necessary for those long-term purposes.

Responsibility: Your privacy is of the utmost importance to us, and we will ensure that all imagery is used responsibly and respectfully. Only Committee members have access to image libraries held by the Society.

8. How We Collect Your Information

We collect personal information primarily from you directly. We will take reasonable steps to make you aware, at the time of collection, of the purpose for which your information is being collected, who will hold it, and your rights under the Privacy Act 2020.



Collection from Dogs New Zealand (Dogs NZ): If you have informed Dogs NZ that you are a current SCSBTS member, we may collect your name and email address directly from Dogs NZ to confirm that your club membership is current. If we do this, we will contact you promptly by email to advise you of this collection, as required by IPP 2(1) of the Privacy Act 2020.

9. How We Use Your Information

We will only use your personal information for the purposes for which it was collected, or for purposes directly related to those purposes, as required by IPP 10 of the Privacy Act 2020. We will not use your personal information for any other purpose without your consent.

10. Disclosure of your Personal Information

We will not disclose your personal information to any other person or organisation except:

- (a) To Committee members of the Society, for the purpose of administering your membership and the Society's activities
- (b) To Dogs NZ, where we are affiliated with Dogs NZ and disclosure is necessary for the purposes of that affiliation
- (c) Where we are required or authorised to do so by law
- (d) With your prior consent

Only Committee members have access to member information. Committee members are required to keep member information confidential and to use it only for the purpose for which it was collected.

We will not disclose your personal information outside New Zealand except where permitted by IPP 12 of the Privacy Act 2020.

11. Storage and Security of Your Personal Information

We will take reasonable security safeguards to protect your personal information against loss, unauthorised access, use, modification, disclosure, or other misuse, as required by IPP 5 of the Privacy Act 2020.

Your personal information is held securely by the Secretary of the Society. Access is restricted to Committee members who require it for the performance of their duties.

12. Your Rights – Access and Correction

Under IPP 6 of the Privacy Act 2020, you are entitled to request confirmation of whether we hold personal information about you, and to access that personal information.

Under IPP 7 of the Privacy Act 2020, you are entitled to request that we correct any personal information we hold about you if it is inaccurate, incomplete, or misleading. We will take reasonable steps to correct information on request or on our own initiative.



To make an access or correction request, please contact the Secretary in writing at scsbts@gmail.com. We will respond within 20 working days of receiving your request.

Please note that access to certain information may be declined in limited circumstances permitted by the Privacy Act 2020 (for example, to protect the privacy of other individuals).

13. Privacy Breach Notification

If we become aware of a privacy breach that is likely to cause serious harm to any individual, we will:

- (a) Notify the Privacy Commissioner as soon as practicable
- (b) Notify the affected individual(s) as soon as practicable
- (c) Take steps to contain and remediate the breach

If you believe a privacy breach affecting your personal information has occurred, please notify the Secretary immediately at scsbts@gmail.com.

14. Complaints

If you have a complaint about how we have handled your personal information, please contact the Secretary in the first instance at scsbts@gmail.com. We will endeavour to resolve your complaint promptly.

If you are not satisfied with our response, you may make a complaint to the Privacy Commissioner at www.privacy.org.nz or by calling 0800 803 909.

15. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or in applicable law. Any updated policy will be provided to members and made available on request from the Secretary.

16. Contact Us

For any questions about this Privacy Policy or how we handle your personal information, please contact:

The Secretary Southern Cross Staffordshire Bull Terrier Society Incorporated Email: scsbts@gmail.com.