**TAIRUA GOLF AND COUNTRY CLUB**

**PRIVACY POLICY BY-LAW**

Tairua Golf and Country Club complies with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how The Tairua Golf and Country Club (the Club) will or may collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see www.privacy.org.nz.

**Changes to this policy**

The Club may change this policy by uploading a revised policy onto the Club’s website tairuagolf.co.nz. The change will apply from the date the revised policy is uploaded.

**What informatio**n may **be Collected**

Various information about the Club’s current and potential members. The information includes the following personal information.

* Your name
* Your email, residential or business addresses
* Your date of birth and gender details
* Your telephone numbers
* Details of your club membership

**Where does the Club collect your personal Information from?**

* By you to us for the purpose of enquiring about or receiving the products and services as described in the Club’s Constitution and By-Laws
* To us by you through any other method including the Club’s members website login and through your correspondence and discussions with Club officials and
* Third parties where we reasonably believe you have authorised this, or where we reasonably believe the information is publically available.

**How does the Club use your Personal Information?**

* To verify your identity.
* To provide services and products to you.
* To market our services and products to you, including electronically (e.g. by text or email for this purpose).
* To improve the services and products that the Club provides to you.
* To bill you and to collect money you owe the Club, including and authorising processing credit card transactions.
* To respond to communications from you, including a complaint.
* To protect and/or enforce the Club’s legal rights and interests including defending any claim.
* For any purpose authorised by you or the Act.

**Email, Newsletters, and other Notices**

The Club may send emails throughout the enquiry process or related to the products and services you receive from the Club as well as other newsletter emails you elect to receive. It is the Club’s policy to immediately remove any person from the Club’s mailing list upon the person’s request.

**Website Information**

When you use the Club’s website, information may be collected about how you interact with the Club including.

* The pages you have visited on the Club’s website. This information is used
	+ To verify your identity when accessing the Club’s services
	+ Maintain and update the club’s membership records

**Disclosing Your Personal Information**

The Club may disclose your personal information to:

NZ golf of which the Club is an affiliated member.

* Other third parties for (anonymised statistical information)
* A person who can require the Club to supply your personal information (e.g a regulatory authority)
* Any other person authorised by the Act or another law (e.g a law enforcement agency)
* Any other person authorised by you

**Consent**

* You consent to the collection and use of your personal information by the Tairua Golf and Country Club in accordance with this privacy policy.

**Protecting Your Personal Information**

The Club will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

**Assessing and Correcting Your Personal Information**

Subject to certain grounds for refusal set out in the Act, you have the right to access your personal information that the Club holds and request a correction to your personal information. Before you exercise this right, the Club may need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if the Club thinks the correction is reasonable and the Club is reasonably able to change the personal information, it will make the correction. If the Club does not make the correction, it will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email the Club at Tairua Golf.co.nz. Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction that you are requesting).

The Club may charge a reasonable fee if the information request involves considerable time and research.

**Internet Use**

While the Club takes reasonable steps to maintain secure internet connections, if you provide the Club with personal information over the internet, the provision of that information is at your own risk.

*If you post your personal information on the website, message board, Facebook, chat room, you acknowledge and agree the information you post is publically available.*

If you follow a link on the Club’s website to another site, the owner of that site will have its own privacy policy. It is suggested that you review that sites privacy policy before providing personal information.

**Updates to the Club’s Information Practices**

The Club reserves the right to change this policy. By continuing to liaise and engage with the Club in respect of any of its products and services supplied and provided, you agree to be bound by the amended policy. You should check from time to time to see if the policy has changed.

**By-Law accepted by the TGCC Board on the 25 May 2022.**