

Personal Information and Privacy Policy

Version Number: 001

Responsibility for policy: Playbox Committee

Last Reviewed: February 2014

Next Review Date: February 2016



1. Purpose

The purpose of this policy is to set out responsibilities with respect to the collection and management of personal information in accordance with the New Zealand Privacy Act 1993.

2. Scope

In this policy, personal information means information about an identifiable individual.

3. Principles

- a) The collection of personal information by Hamilton Playbox is governed by the New Zealand Privacy Act 1993.
- b) Collection and storage of personal information must adhere to the Privacy Principles contained in the Privacy Act, which are set out in the Appendix to this policy.
- c) Playbox Committee members are responsible for ensuring that all systems, processes and practices in the areas for which they are responsible, conform to this policy.

5. Responsibility for Monitoring Compliance

The Hamilton Playbox Committee members are responsible for monitoring compliance with this policy and bringing any breaches to the committee meetings.

6. Related Documents

This policy should be read in conjunction with the following:

- The Privacy Act 1993
- The Hamilton Playbox Social Media Policy

7. Appendix

- The Privacy Principles