

# Greater Wellington Harbours Safer Boating Competition – Autumn 2023 Privacy Statement

## What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this privacy statement to explain how we deal with your personal information collected through the Greater Wellington Safer Boating Competition. Personal information is information about an identifiable individual – you.

Our collection, use, and disclosure of your personal information addresses the requirements of the Privacy Act 2020. This Act is administered by the Ministry of Justice and overseen by the [New Zealand Privacy Commissioner](#).

## What personal information do we collect, and how will we use it?

The information is collected voluntarily and directly from Participants in the Greater Wellington Harbours Safer Boating Competition (the Competition) through completion of the Autumn 2023 Safer Boating Quiz and our engagement with the Winning Participants.

The information collected includes the Participant's name, email address, phone number, and survey responses. We may also collect a physical address to deliver the prize to each Winning Participant and may request written confirmation of the acceptance of the Competition Rules from the Winning Participant. If we believe the Winning Participant is under 18 years, we may request the Winning Participant's age and their parent's or legal guardian's written confirmation of the acceptance of the Competition Rules (including their name).

We are collecting this information to:

- Run the Competition
- Communicate with the Winning Participant and, where relevant, their parents or legal guardians
- Verify the validity of an Entry, including confirming the Participant's name and age
- Arrange delivery of the prize to a Winning Participant
- Obtain written confirmation of acceptance of the Competition Rules for winning participants if under the age of 18
- Determine (in a collated anonymised form) Participants' awareness of our promotional materials and benchmark this awareness.

If you do not provide this information, your Entry is not valid and you cannot win a prize.

## Using your information

We will only use the personal information provided to us:

- For the purposes we collect that information
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use).

## Data storage, security and accuracy

Greater Wellington has implemented measures to ensure your personal information is kept safe and secure; protected against loss, damage, misuse and unauthorised access; and kept accurate, current, complete, relevant, and is not misleading.

These measures include:

- The personal information collected from you will be stored initially in Greater Wellington's Forms account and the Harbours Communications Account Executive's business email account
- This personal information will then be transferred to a secure folder in our corporate document management system, and the original Form will be deleted
- Access to this secure folder is limited to our Harbour Rangers, Harbourmaster, Harbours Communications Account Executive, and system administrators.

## Sharing your information

The collected information will not be shared with third parties.

## How long do we hold your personal information?

We will store your personal information until 24 September 2023, when it will be destroyed.

## Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz)
- If applicable, ask us to correct that information.

Once we have verified your identity, we will provide you with confirmation and access, unless we believe we should withhold the information under the Privacy Act 2020. We will deal with your request within 20 working days; and, if we decide to withhold, we will provide the reasons and supporting grounds.

### **Correction**

If we:

- Agree that your personal information needs to be corrected, we will do so and provide you with an amended record (if requested)
- Refuse a request for correction, you are entitled to request that a statement is attached to the relevant personal information recording that the correction was sought but not made.

Your rights to access and correct any personal information we hold are subject to the Privacy Act 2020.

## Contact us

For further information about this privacy statement and our related information practices, please contact Natasha at [natasha.rae@gw.govt.nz](mailto:natasha.rae@gw.govt.nz)

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz).

## Complaints

If you consider we have breached your privacy, or there is a privacy matter that we cannot resolve, first make a complaint to our Principal Privacy Officer at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz).

If you are not satisfied with our response, you can then complain to the Privacy Commissioner at:

Phone 0800 803 909 (Monday to Friday 10am to 3pm)

Email [enquiries@privacy.org.nz](mailto:enquiries@privacy.org.nz)

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.