



**VICTORIA UNIVERSITY  
OF WELLINGTON**  
LAW STUDENTS' SOCIETY

# **Privacy Policy of the Victoria University of Wellington Law Students' Society**

## **1. Introduction**

Victoria University of Wellington Law Students' Society Incorporated (VUWLSS) complies with the New Zealand Privacy Act 1993 ("the Act") when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will 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](http://www.privacy.org.nz).

This policy applies to all executive members of VUWLSS.

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy. At present this current privacy policy has been implemented and subscribed to for 2017.

## **2. Compliance with Information Privacy Principles**

### **2.1. Collection of information**

Personal information will only be collected where it is for a lawful purpose connected with a function or activity of VUWLSS, and where the collection of the information is necessary for that purpose. Information will be collected directly from the individual concerned, including where that personal information is provided to VUWLSS via its website and any related service. Personal information may also be collected from third parties where the individual has authorised this or the information is publicly available.

### **2.2. Storage and security of personal information**

VUWLSS will store the personal information on password-protected databases that are only accessible by VUWLSS executive members. Personal information will not be kept for longer than is required for the purpose for which it was collected.

VUWLSS will take reasonable steps to keep personal information safe from loss, unauthorised activity, or other misuse. While we take reasonable steps to maintain secure internet connections, if you provide VUWLSS with personal information over the internet, the provision of that information is at your own risk.

Personal information will not be disclosed unless in pursuance with the Act.

### **2.3. Access to, and correction of, personal information**

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

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction and that it was not made.

If you want to exercise either of the above rights, email us at [vuwlss@gmail.com](mailto:vuwlss@gmail.com). 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).