



# PRIVACY POLICY

This privacy policy describes how The NZ Truffle Association Incorporated (NZTA) deals with your personal information, and how we protect your privacy.

## Your privacy

### ***Our commitment to your privacy***

We respect your right to privacy and your right to view and update the personal information we hold about you. We are committed to protecting your privacy when you visit our site or contact us in any way.

We will only deal with your personal information in accordance with the Privacy Act 2020 and this privacy policy.

## Your personal information

### ***Collecting your personal information***

If you are a member of NZTA, attend any NZTA function or access any of our services, we may collect some or all of the following personal information:

- Your name, contact details and other information relevant to your membership of NZTA which we collect from your membership application or other sources.
- Your comments and communications.
- Survey results and responses, when you participate in any of our surveys.
- Other information which is reasonably required for NZTA to efficiently achieve its stated objectives.

Collectively, this is known as your "personal information".

### ***Using your personal information***

We use your personal information to:

- Provide you with the communications and services you may sign up for.
- Administer your membership efficiently.
- Conduct research surveys
- Customise our communications and operations.

### ***Changing your personal information***

You have the right to view and change any personal information we hold about you at any time.

If you wish to view or change your personal information please contact the NZTA Privacy Officer at [admin@nztruffles.org.nz](mailto:admin@nztruffles.org.nz)

Sometimes, we might want to use the communications you send to us. If so, we will endeavour to get your permission before copying or quoting your communication.

### ***Disclosing your personal information***

We will not sell or rent your personal information to any third party.

## Cookies

NZTA may use cookies and web beacons to help us understand how visitors engage with our website and services. These technologies allow us to:

- Improve our website; and
- Provide you with more targeted information where appropriate.

**Temporary cookies:** We may use temporary (per-session) cookies to "remember" that a member has logged in to the NZTA website. This means you do not have to enter your email address and password more than once during a visit.

If your browser is set to notify you when you receive a cookie, you will be prompted to accept the cookie. Please select "Yes".

Our temporary cookies will disappear when you log out of your member account.

**Important:** You should not use a "remember my login" feature on a browser unless you are the only person who has access to the browser. **Never** enable this feature on a public access computer as this could allow other people to access your personal information.

**Third party cookies and other technologies:** We may use third party cookies and other technologies for marketing and to gather website analytics. This includes using third party cookies – such as Google Analytics – to keep track of the parts of the NZTA website you're interested in.

You can opt out of Google Analytics without affecting how you visit our site. For more information on opting out of being tracked by Google Analytics please visit

<https://tools.google.com/dlpage/gaoptout>

You can also ask your browser to delete or block third party cookies: simply search online for "cookies" + the name of your internet browser (for example, "Google Chrome") for step-by-step instructions.

## Contacting you

We may contact you to:

- Clarify details about your membership or digital access.
- Respond to any enquiries you make.
- Provide any information necessary for the operation and security of our site.
- Ask you to participate in surveys.
- Keep you informed about the operations and functions of NZTA

### ***Email communications***

All NZTA members will be signed up to automatically receive email communications and surveys. You can choose to remove yourself from these communications by contacting

[admin@nztruffles.org.nz](mailto:admin@nztruffles.org.nz)

## Links to other websites

Our website provides links to other websites when we consider you may be interested in the contents of those sites. We do not endorse or take responsibility for any third party sites or their content and we have no control over the conduct of the companies or organisations operating those sites.

Before you disclose any personal information to another site, we advise you to check its terms and

conditions, including its privacy and security policies.

## **More information**

### ***Complaints***

NZTA is committed to dealing quickly and appropriately with any privacy complaints.

If you are concerned this privacy policy may have been breached or your privacy has been compromised, please email the NZTA Privacy Officer on [admin@nztruffles.org.nz](mailto:admin@nztruffles.org.nz)

For more information on privacy generally, see the Privacy Commissioner's website

<https://privacy.org.nz/>