

Privacy

Purpose

NLN is committed to protecting the privacy and security of personal information held about its members, staff and those who have business dealings with the company. The company is committed to ensuring that the collection, use, disclosure and security of personal information complies with the provisions of the Privacy Act 1988 in terms of legal conformity and practicality.

This policy applies to the company and all other who have business dealings with NLN.

Background

NLN upholds the highest standards of integrity in its business and professional dealings with other persons and organisations. This policy supports the high standard of governance which the Board expects and applies throughout the organisation.

Definitions

Personal Information - any information that relates to an identifiable person, as well as information that can readily identify an individual such as name and contact details; including electronic records, video recordings and photographs.

Collecting Personal Information - the Company may collect personal information in a number of different ways depending on the type of dealings that a person may have with the company. These include:

- To contact a person directly about the Company, its services, and various business related activities.
- To provide a person with information they have requested.
- To follow up or pursue any enquiries a person or company has made.
- Reviewing employment applications.
- Any other purpose where personal information is relevant to its business activities.



Policy

1. The company will at all times comply with the provisions of the Privacy Act 1988.
2. The company will not sell, rent, trade or otherwise supply to third parties any personal information obtained by it unless consent has specifically be given. However, the company may disclose personal information if required by law or if required by contractors or service providers engaged by NLN in order to carry out their work for the company. In such circumstances the company requires these organisations or individuals to agree to comply with this Privacy Policy.

Responsibility

The CEO is responsible for ensuring that this policy is adhered to on a day-to-day basis