



PRIVACY POLICY

1. Who we are

This privacy policy discloses the privacy practices of the Bay of Plenty Clay Target Association Inc. (“BOPCTA”)

We understand that your personal information is important to you, and we value your trust. This policy sets out how BOPCTA handles your information.

We are bound by the Privacy Act 2020 (“Privacy Act”) and all supporting regulations.

BOPCTA does not collect data for or share data with other parties.

2. What personal information do we collect about you?

We may collect and hold information about you including:

- contact information and identification such as your name, contact phone number(s), email address(es), residential and/or business address(es);
- any other information as required under NZ legislation (e.g., firearms licence details).

3. What are the purposes for which we collect, hold, use and disclose your information?

We collect your personal information in order to:

- provide you with information related to the activities of BOPCTA
- comply with our legal obligations, assisting government and enforcement bodies or regulators, or where otherwise required or authorised by or under law, or an order of a court or tribunal.

4. How do we collect your information?

We collect information from Membership Application or Renewal forms and/or Shoot Entry forms. We may collect information provided by you via post, email or other electronic means.

5. What information do we collect automatically?

We do not collect any information automatically.

6. Sharing of personal information

We may share this information with government and law enforcement agencies, bodies and regulators, or a dispute resolution body if we are required to disclose your information to such authorities in order to meet our obligations under law.

7. How do we secure your personal information?

We may hold information about you in digital and paper forms. We take reasonable steps to protect your information from misuse, loss, interference, and from unauthorised access, modification or disclosure.

Some of the ways we protect your information include:

- restricting access to your information only to personnel who need it to perform their functions,
- utilising and maintaining information security applications to prevent unauthorised access or damage to electronically stored information, such as requiring identifiers and passwords, firewalls and anti-virus software,
- maintaining physical security over paper records.

When personal information is no longer required we destroy it by shredding any paper files. Digital information is digitally archived within systems.

8. How long do we retain your personal information?

We keep your personal information only as long as we need it for the purposes for which it was originally collected (or to which you have subsequently consented), for other legitimate purposes (such as regulatory compliance) and as permitted or required by applicable laws.

You may request deletion of any information held by contacting us and we will delete the personal information held about you (unless we need to retain it for the purposes set out in this Privacy Policy).

9. How can you access and correct your personal information?

You have the right to access and ask us to correct any inaccurate personal information we hold about you. If you would like to review or correct your information, please contact us using the details set out at the bottom of this policy.

10. Contacting us

You can contact BOPCTA by:

Email: bayofplentyclaytargetnz@gmail.com

Post: BOPCTA, P O Box 9183, Greerton 3142

11. Amendments

We may change this Privacy Policy at any time by publishing the amended version on the BOPCTA website.