

2.09 Security of Member Information

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1.0 Purpose

The purpose of this policy is to ensure that we handle personal information in accordance with the Privacy Act 1993. LIANZA collects, holds, and manages member and personal information in order to operate the professional registration scheme, deliver professional development and networking opportunities, represent its members, advance the library and information profession and improve the provision of Library and Information services within New Zealand.

2.0 Scope

Applies to all information held by LIANZA regarding individuals.

3.0 Definitions

PCO	Professional Conference Organiser
Event App	Electronic event application that allows members to access event information relating to any event that they attend with LIANZA

4.0 Related policies and procedures

Internal Audit Policy

SIG and Region Guidelines

Communications Policy

5.0 References

Privacy Act 1993

6.0 Exceptions

In order to ensure transparent operation of LIANZA there are no exceptions to this policy.

7.0 Responsibilities

It is the responsibility of the Executive Director to administer this policy as per the directives of Council, and to ensure that all appropriate individuals are aware of and familiar with this policy.

It is the responsibility of all LIANZA Employees and volunteers to ensure they comply with this policy in their use of, and management of, member information.

8.0 Policy

8.1 LIANZA collects, holds, and uses personal information in the following areas:

- 8.1.1 LIANZA Membership
- 8.1.2 Professional Registration
- 8.1.3 Continuing Professional Development
- 8.1.4 Awards Schemes
- 8.1.5 Business Relations
- 8.1.6 Employment
- 8.2 LIANZA does not sell, distribute, or otherwise provide personal information to third parties unless it is in direct pursuit of the activities noted below, with the individual's written permission, or as required by law.
- 8.3 Except in the case of awards, or with prior permission, LIANZA will always collect personal information directly from the individual concerned.
- 8.4 LIANZA will endeavour to ensure that personal information is protected from loss, misuse, unauthorised access, modification, and disclosure.
 - 8.4.1 Information stored electronically will be stored in New Zealand whenever possible
- 8.5 Individuals may access the contact information held regarding them via the LIANZA website and may at any time request a copy of all information held by LIANZA from the LIANZA office

9.0 Procedures

9.1. Information Collected by LIANZA

- 9.1.1. Information collected by LIANZA may include:
 - 9.1.1.1. Name and contact details including social media handles
 - 9.1.1.2. Detailed work history (generally in the form of a CV)
 - 9.1.1.3. Employer and workplace details
 - 9.1.1.4. Personal and professional achievements
 - 9.1.1.5. Academic records and transcripts
 - 9.1.1.6. Dietary information for those attending training or events
 - 9.1.1.7. Any further information deemed necessary for our operation which an individual chooses to disclose with LIANZA
- 9.1.2. Information will be collected for the following purposes:
 - 9.1.2.1. Internal record keeping
 - 9.1.2.2. To contact members regarding their LIANZA membership
 - 9.1.2.3. To process payments for LIANZA membership
 - 9.1.2.4. To contact members regarding professional registration or upcoming revalidation
 - 9.1.2.5. To inform members of upcoming LIANZA events
 - 9.1.2.6. To contact members regarding invoicing or fees
 - 9.1.2.7. To follow up or pursue any queries made of the association
 - 9.1.2.8. To improve our services to members
 - 9.1.2.9. To conduct research
 - 9.1.2.10. To provide for special requirements (such as dietary or mobility needs) when attending LIANZA CPD events

- 9.1.3. LIANZA identifies information about individuals by their name or by a unique identifier created by LIANZA (LIANZA Membership number).
 - 9.1.4. Information held by LIANZA is stored in the following ways:
 - 9.1.4.1. Electronically on our membership database
 - 9.1.4.2. Electronically on our server
 - 9.1.4.3. Temporarily in staff emails
 - 9.1.4.4. Electronically in our online training system
 - 9.1.4.5. Electronically in our accounting package
 - 9.1.4.6. Physically in the LIANZA office
 - 9.1.4.7. Physically in the LIANZA archives
 - 9.1.4.8. Contact information of members may be held by SIG and Regional officers in order to manage SIG and Region groups
 - 9.1.4.9. Payment information for SIG and Regional Events may be held by SIG / Region officers in order to manage SIG / Region events
 - 9.1.4.10. Information relating to conference attendance and presentations will be held by our PCO
 - 9.1.4.11. Information relating to event attendance will be held electronically by our Event app supplier
 - 9.1.5. LIANZA takes all possible precautions when dealing with cloud data storage and will store all information in New Zealand. Xero is the only platform where data is stored outside of New Zealand.
- 9.2. Sharing of member information
- 9.2.1. LIANZA will not share membership or event attendee information with third parties without the express permission of the individuals concerned
 - 9.2.2. Information about LIANZA member activities may be shared on the LIANZA website. This includes:
 - 9.2.2.1. Award or honour recipients
 - 9.2.2.2. Members of working groups
 - 9.2.2.3. Event attendees
 - 9.2.2.4. Council members
 - 9.2.2.5. Professional Registration Board members
 - 9.2.2.6. Reports
 - 9.2.2.7. Conference presentations or papers
 - 9.2.3. Individuals given access to LIANZA member information, including but not limited to SIG / Region officers, PR Board Members, Volunteers, Councillors and employees will be required to sign a volunteer or employee agreement that includes a confidentiality clause.
 - 9.2.3.1. A clause regarding confidentiality will be included in supplier agreements.
- 9.3. Accessing Personal Information
- 9.3.1. Members may access information held about them by LIANZA by contacting the LIANZA office.
 - 9.3.2. Individuals may request a correction of any information that is inaccurate, incomplete, or not up to date.
 - 9.3.3. LIANZA will action all requests within five working days.

10.0 Review

This policy is reviewed two yearly.

11.0 Attachments

- Confidentiality Agreement