

Draft privacy statement – Movin’March website

What this policy covers

This privacy statement explains how Greater Wellington Regional Council (Greater Wellington) manages your personal information that we collect on the Movin’March website. Personal information is information about an identifiable individual – you.

Our collection, use and disclosure of your personal information meets the requirements of the Privacy Act 2020. This Act is administered by the Ministry of Justice and overseen by the [New Zealand Privacy Commissioner](#).

What personal information does Greater Wellington collect, and for what purposes?

The personal information we collect directly from you is:

Competitions

Competition	Source of information	Personal information	Purpose/s
All competitions			
	-	-	To enable Greater Wellington to: <ul style="list-style-type: none">• Run the Competition, including selecting the Winning Entry or Entries, as appropriate• Promote the related Competition or the Movin’March campaign in accordance with the Competition Rules¹ Otherwise as set out in (and in accordance with) this Privacy Statement
Art Challenge			
	Participant	Participant’s name, age, class, and Educational Institution or Alternative Education provider	To enable Greater Wellington to communicate with a Participant’s Educational Institution or the Alternative Education provider: <ul style="list-style-type: none">• About the Competition• To verify an Entry• To advise of any Winners or Supreme Winners
	Winner or Supreme Winner’s parent or legal guardian (if required)	Name and signatures	To provide Greater Wellington with written confirmation of acceptance of the Competition Rules

¹ Except for the Art Challenge 2021, where the purpose is to promote the Movin’March campaign only.

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Competition	Source of information	Personal information	Purpose/s
Whānau Photo Competition			
	Participant (18+)	Participant’s Facebook user name	To submit an Entry To enable Greater Wellington to announce and contact Winners or Supreme Winners
		Photograph containing image/s of the Participant and/or other persons	To submit an Entry
		Name and signature of each other person appearing in the submitted Entry (18+)	To verify permission to use that other person’s image in the photograph entered in the Competition (if required)
		Name and signature of parent or legal guardian of each other person appearing in the submitted Entry (under 18) Other person’s name	To verify permission to use that other person’s image in the photograph entered in the Competition (if required)
		Relationship to the child	To establish the Participant is Immediate Family of the child (if required to verify Entry)
		Child’s age and Educational Institution or Alternative Education provider	To establish the child meets the requirements (if required to verify Entry)
		Facebook user name registration	To establish the Participant holds the Facebook account that submitted the Entry (if required to verify Entry)
		Participant’s Facebook user name	To submit an Entry To enable Greater Wellington to announce and contact Winners or Supreme Winners
	Participant (over 13)	Photograph containing image/s of the Participant and/or other persons	To submit an Entry
		Name and signature of each other person (18+) appearing in the submitted Entry	To verify permission to use that other person’s image in the photograph entered in the Competition
	Parent or legal guardian of Participant (at least 13)	Name and signature of each other person (18+) appearing in the submitted Entry	To verify permission to use that other person’s image in the photograph entered in the Competition (if required)

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Competition	Source of information	Personal information	Purpose/s
		Name and signature of parent or legal guardian of each other person (under 18) appearing in the submitted Entry Other person’s name	
		Relationship of the Participant to the child	To establish the Participant is Immediate Family of the child (if required to verify Entry)
		Child’s age and Educational Institution or Alternative Education provider	To establish the child meets the requirements (if required to verify Entry)
		Proof of Facebook user name registration	To establish the Participant holds the Facebook account that submitted the Entry (if required to verify Entry)
		Representative’s name and email address Participant’s or Team’s Participating School Production consisting of Images and video recordings of Participants and other persons	To communicate with a Representative or Participating School about the Competition To advise the Representative of a Winning Entry To enable submission of an Entry
		Name and signature	To provide Greater Wellington with written confirmation of acceptance of the Competition Rules (if required)
Movin’Minds			
	Representative	Participating School attended by the Participant / Team Name and email address	To submit an Entry To advise if the Participating School wins a prize
		Each Participant’s name	To confirm the validity of the Entry before submitting it To enable Greater Wellington to: <ul style="list-style-type: none"> • Verify the Entry • Each Winning Participant’s first name on the Movin’Minds submission Page (if agreed by parent or legal guardian (if needed)) • Announce, and advise the Participating School of, each Winning Entry; and to deliver the Prize

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Competition	Source of information	Personal information	Purpose/s
		Any permissions needed each Participant’s parent or legal guardian (under 18), each Participant (18+), and similarly for other persons in a Production	To enable Greater Wellington to use a Production for any purpose other than specified in the Competition Rules (if required)
		Name and signature of each Participant’s parent or legal guardian	To provide written confirmation of acceptance of the Competition Rules (if required)
		Name and signature of each other person appearing in the Production (18+)	To verify that person’s permission to use their image in the photograph entered in the Competition (if required)
		Name and signature of parent or legal guardian of each other person in a Production (under 18) Name of each other person	To verify that person’s permission to use their image in the photograph entered in the Competition (if required)
WOW Passport			
	Participating School	Participant’s name	To enable Greater Wellington to verify an Entry (if required)
	Parent or legal guardian of Participant (under 18)	Name and signature	To provide written confirmation of acceptance of the Competition Rules (if required)
		Name and Participating School	To submit an Entry To enable Greater Wellington to announce the Winning Entry, contact the Representative, and deliver the Prize
WOW Family Day			
	Representative	Name and email address	To enable Greater Wellington to: <ul style="list-style-type: none"> ● Communicate with them ● Contact them to advise of their Participating School’s Winning Entry ● Deliver the Prize
		Name and signature	To provide written confirmation of the Participating School’s acceptance of the Competition Rules (if required)

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Surveys

Survey	Source of information	Personal information	Purpose/s
Registration	Participating School	Name Email address	To communicate with school about Movin’March.
Feedback	Parents	Participating school Year level of children Email address	Evaluation of the overall Movin’March programme including competitions, resources and spot prizes. Participant can opt to be contacted regarding website test to help improve Movin’March. Participant can enter the prize draw for the survey incentive.
Feedback	Teachers / school staff	Participating school Email address	School can opt to be contacted regarding website test to help improve Movin’March. School can enter the prize draw for the survey incentive.
Feedback	Students	Participating School Name Year group Teacher name	Participant can enter the prize draw for the survey incentive. Teacher name enables correspondence to happen through them.

Using your information

We will only use the personal information provided to us:

- For the purpose/s you provide that information
- For other reason/s permitted by the Privacy Act 2020 (e.g. with your consent, for a directly-related purpose, or where the law permits or requires this use).

Data storage, security and accuracy

Greater Wellington may download the personal information you provide through the Movin’March website or the Feedback survey and store it safely and securely on its system. We have measures in place to:

- Protect against loss, damage, misuse and unauthorised access
- Ensure your information is kept accurate, current, complete, relevant, and is not misleading.

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Sharing your information

In some instances, your Feedback survey comments are intended for another agency (e.g. a local road controlling authority). As Greater Wellington is not responsible for roads, we will refer any comments intended for them, in an anonymised form, to the relevant authority.

What if you don’t provide us with the information requested?

You are not obliged to provide us with the requested personal information. If you don’t, you will not be able to:

- Inform Greater Wellington about the experiences of you or your child, so these can be considered in our research
- Enter the various Movin’March competitions and be eligible to win and receive the prizes
- Provide feedback through our survey forms and be eligible to win incentive prizes.

How long do we hold your personal information?

The personal information we collect for competitions is retained until after the following dates and is then destroyed:

- Art Challenge – 31 May 2022
- Whānau – 31 May 2022
- Movin’Minds – 31 May 2022
- WOW Passport – 30 May 2021
- WOW Family Day – 31 May 2022.

We retain the personal information, including your comments, that we collect from the registration survey and feedback surveys until 31 May 2022. Personal information will be deleted by May 2022 but de-personalised comments may be kept for up to three years to help inform and develop the programme.

Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at privacy@gw.govt.nz
- If applicable, ask us to correct that information.

Once we have verified your identity, we will provide you with confirmation and access, unless we believe we should withhold the information under the Privacy Act 2020. We will deal with your request within 20 working days; and if we decide to withhold any information, we will provide the reasons and supporting grounds.

Correction

If we:

- Agree that your personal information needs to be corrected, we will do so and provide you with an amended record (if requested)
- Refuse a request for correction, you are entitled to request that a statement is attached to the relevant personal information recording that the correction was sought but not made.

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Your rights to access and correct any personal information we hold are subject to the Privacy Act 2020.

Who you can contact for further information

If you have any queries about this privacy statement, or about your personal information that we manage, please contact our Principal Privacy Officer at privacy@gw.govt.nz.

Complaints

If you consider we have breached your privacy, or there is a privacy matter that we cannot resolve, you can make a complaint to the Privacy Commissioner at:

Phone 0800 803 909 (Monday to Friday 10am to 3pm)

Email enquiries@privacy.org.nz

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.