

## Wellington City Cycle Map Campaign Privacy Statement

### What this statement covers

Greater Wellington has created this privacy statement to explain how we deal with your personal information collected during the Wellington City Cycle Map Campaign (the Campaign). Personal information is information about an identifiable individual – you.

Our collection or creation, use, and disclosure of your personal information addresses the requirements of the Privacy Act 2020. This Act is administered by the Ministry of Justice and its application is overseen by the Office of the Privacy Commissioner.

### What personal information do we collect and for what purposes?

Greater Wellington is collecting your name, email, and postal address from you directly through this MS form. The purposes for collecting this information are so we can post you a physical cycle map for your personal use, and (in two months' time) email you a survey seeking your thoughts on your experience with using the map.

Your provision of this information is voluntary. If you decide not to provide it, we cannot send you a physical map or the survey.

### Using your information

We will only use the personal information you provide to us:

- For the purposes we collect that information (see above)
- For other reasons 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 has implemented measures to ensure your personal information is kept safe and secure; is protected against loss, damage, misuse and unauthorised access; is kept accurate, current, complete, and relevant; and is not misleading.

These measures include:

- Access to your email address is limited to select GW staff on a secure system in Mailchimp.
- Your name and address given on the MS forms is accessible only to the communications manager for the campaign then transferred to and held in a secure folder in Greater Wellington's document management system.
- Access to this secure folder is limited to the assigned Travel Choice Advisor, the Communications manager for the campaign, and system administrators.

### Sending your information to others

Your personal information will not be sent to third parties.

### **How long do we hold your personal information?**

We will retain the personal information that we collect as required by law and will then delete it from our systems.

### **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](mailto: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, 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. This request can include non-active/historical records.

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

### **Contact us**

For further information about this privacy statement and our related information practices, please contact us on [cycle.maps@gw.govt.nz](mailto:cycle.maps@gw.govt.nz)

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at [privacy@gw.govt.nz](mailto: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](mailto:enquiries@privacy.org.nz)

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