

Issue Date	Nov 2020	<h2>Linnaeus Privacy Policy</h2>	
Supersedes	1		
Version	2		
Approval	Manager		

We take the privacy and management of personal information about all parties that come into contact with us very seriously.

The Privacy Act 1993 and subsequent reviews define a set of principles and requirement updates that relate to managing the collection, use, storage, access and disclosure of personal information. This includes use of internet, connected devices, social media platforms, surveillance and cloud storage.

If you are concerned about a specific point in the policy, our Privacy Officer can help talk you through any areas of concern.

Purpose and Application of Policy

The purpose of this policy is to ensure that any personal information we receive from our employees (including contractors), customers, suppliers or any other person are aware of their obligations and rights in regard to privacy, and to give them the confidence knowing that their personal information is secure and well managed.

This policy outlines the statutory rights and obligations as well as applicable procedures and support.

This policy applies to all our employees, contractors and agents and outlines the shared responsibility for those receiving and managing other individuals' personal information.

Our Privacy Principles

We follow the Privacy Act's 13 information privacy principles in relation to the collection, access, correction and disclosure of personal information, which are summarised as;

1. Purpose; We will only collect personal information that is necessary.
2. Source; We will collect personal information from you directly unless;
 - a. You give permission for the personal information to be provided by another person
 - b. Collecting the personal information in another way does not prejudice your interests
 - c. Collecting the personal information from you directly undermines the purpose of its collection
 - d. The personal information is available from a public source
3. Collection; When we ask you for personal information, we will outline
 - a. Why it is being collected
 - b. Who will receive it
 - c. Whether it is required or voluntary
 - d. What will happen if you do not provide the personal information

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4. Manner of Collection; We will only collect personal information lawfully and in a way that is fair and not unreasonably intrusive
5. Security; We have security safeguards, including employee access to their personal information, in place to prevent loss, unauthorised access, or misuse. This includes secure disposal of documentation.
6. Access; You have the right to request access to the personal information we hold and will respond to any written request for personal information within 15 working days. We will refuse access to this personal information should we consider that releasing the personal information would;
 - a. Endanger someone's safety
 - b. Create a likelihood of significant harassment
 - c. Prevent the detection or investigation of a crime
 - d. Breach someone else's privacy
7. Correction; You have the right to request us to correct your personal information if you believe it is wrong. If we do not agree that it needs correcting, we will attach your statement of correction to show your requested update and our reason for declining it.
8. Accuracy; We take reasonable practical steps to ensure personal information stored is accurate, complete, relevant, up to date and not misleading
9. Information Retention; We will not keep personal information for longer than is necessary
10. Information Use; We will use the personal information we have collected for the purpose it has been collected unless you give us permission to use it for other purposes
11. Information Disclosure; We will only disclose your personal information if;
 - a. Disclosure is the reason you provided the personal information
 - b. You have authorised the disclosure
 - c. We are using the personal information in an anonymous way
 - d. Disclosure is necessary to avoid endangering someone's health and safety
 - e. Disclosure is necessary to maintain the law
12. Overseas Information Disclosure; We may use software systems which use Cloud Service Providers to process the personal information. In some instances, this personal information is processed and stored on overseas platforms. We apply the same principles to personal information wherever it is stored. Under NZ Privacy law, our Cloud Service Providers are directly responsible to you if they use or disclose the personal information for their own purpose. Otherwise we will only provide personal information overseas if it;
 - a. will be adequately protected or
 - b. you provide permission or
 - c. sending it is to uphold/enforce the law or will avoid endangering someone's health and safety
13. Unique Identifiers; We may apply a unique identifier to your personal information for operational purposes. Unique identifiers that you provide to us as personal information will be covered under Security Principle 5 above.

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Privacy and Confidentiality

If you provide personal information to us, we will ensure that it is handled confidentially, seeking your consent if a matter arises that requires disclosure to another party, unless lawfully instructed not to do so.

In the case of a privacy breach that we believe has, or is likely to cause serious harm, the Office of the Privacy Commissioner and you will be notified as soon as possible. If we felt that personal information shared by you to others could result in serious harm, threat to life, health or reputation of you or others concerned, we are obligated to share this information with the Privacy Commissioner.

Information and Resources

We will take all reasonable and practicable steps to ensure that personal information and any requests for personal information are responded to within a timely manner.

It is an offence to mislead any organisation to access someone else's personal information, or for an organisation to destroy personal information knowing that a request has been made to access it.

You are able to access further information and services at <https://www.privacy.org.nz/about-us/contact/>

You may request in writing for access to your personal information or outline any concern you have about a privacy or personal information security breach with details to info@linnaeus.co.nz

If there is a dispute that cannot be rectified through discussions with us, you have the right to request information or lodge a complaint with the Privacy Commissioner. investigations@privacy.org.nz

Policy Amendments

We may amend or vary this policy from time to time at our sole discretion.