



IRMTNZ Privacy Policy and Guidelines

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Introduction

- The **New Zealand Privacy Act 2020** (the Act) applies to any organisation or business whether it is in the public or private sector.
- The Institute of Registered Music Teachers of New Zealand (IRMTNZ) is committed to complying with the Act when dealing with personal information.
- The **IRMTNZ Privacy Policy** sets out how we
 - collect
 - use
 - disclose
 - protect
 the personal information of all IRMTNZ members and visitors.
- **Please read this Policy to understand how we will collect, use, disclose and protect the personal information that you provide to us.**



IRMTNZ Privacy Policy – quick tour

- The Institute of Registered Music Teachers of New Zealand (IRMTNZ) registered postal address is PO Box 4122, Christchurch 8140.
 - IRMTNZ is committed to complying with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information.
 - By becoming a member of or a visitor to IRMTNZ you consent to the collection, use and transfer of your information under the terms of the IRMTNZ Privacy Policy.
 - This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, click [here](#).
- 1. IRMTNZ only collects from you the personal information necessary to:**
 - fulfill the purposes of IRMTNZ
 - maintain your membership of IRMTNZ
 - administer IRMTNZ services to you.
 2. We will only collect information about you from third parties if we receive your permission, or if it is publicly available.
 3. We will make every effort to ensure that any personal information you provide us with is protected from misuse or unauthorised disclosure.
 4. The information you provide to IRMTNZ will be held securely in our electronic systems.
 5. Should we discover that we have breached your privacy in a way that poses a risk of serious harm to you, we will notify you and the NZ Privacy Commissioner.
 6. IRMTNZ will only retain your personal information as long as necessary for the fulfillment of its purpose or fulfilment of the law.
 7. We will make every effort to ensure the information we hold about you is correct.
 8. You have the right to see the information we hold about you and correct it if it is incorrect by contacting the IRMTNZ Registrar [here](#).
 9. We will not disclose personal information to an overseas agency unless that agency has a similar level of privacy protection to New Zealand, or you are fully informed and authorise the disclosure.
 10. IRMTNZ will only use or disclose your personal information for the purposes stated. See the following pages for further information.
 11. As a condition of membership, contract, or voluntary or paid employment, a member of IRMTNZ and anyone contracted or employed by IRMTNZ is bound to respect the confidentiality of information and the privacy of individuals.

CHANGES TO THIS POLICY

IRMTNZ may change this policy by uploading a revised policy onto the IRMTNZ website. The change will apply from the date that we upload the revised policy.



IRMTNZ Privacy Policy – grand tour

Collecting:

HOW WE COLLECT PERSONAL INFORMATION AND WHO IT IS COLLECTED FROM

We collect personal information about you from:

- **You, when you provide that personal information to us**, through or for any
 - registration or subscription process
 - process or service related to maintaining and administering your membership
 - service related to enabling the IRMTNZ to provide you with all of its services
 - contact with us when you use our services such as: applying for grants; making suggestions or complaints
 - other reason whether by email, telephone, mail, our website, or by any other means or medium.
- **Third parties** where you have authorised this or the information is publicly available.

Preferably and where possible we will collect personal information from you directly.

Using: WHY WE COLLECT AND HOW WE USE YOUR PERSONAL INFORMATION

When you register with or contact IRMTNZ you may be asked to provide certain information about yourself including your name, contact details and, on initial application, professional & academic qualifications and Police Check

- **We will only use your personal information to:**
 - fulfill the purposes of IRMTNZ
 - maintain your membership of IRMTNZ
 - provide IRMTNZ membership services for you
 - communicate IRMTNZ services to you, including contacting you electronically (eg by text or email)
 - improve the services that IRMTNZ provides for you
 - invoice you
 - respond to communications from you, including a complaint
 - conduct research and statistical analysis (on an anonymous basis)
 - protect and/or enforce our legal rights and interests, including defending any claim
 - for any other purpose authorised by you or the Act.



Disclosing YOUR PERSONAL INFORMATION

In general, IRMTNZ will use or disclose information only for the primary purpose for which the information was collected.

- We may disclose your personal information to:
 - any business that supports our services, including any person who hosts or maintains any underlying IT system or data centre that we use to provide the website or other services
 - other third parties (for anonymised statistical information)
 - a person who can require us to supply your personal information (eg a regulatory authority)
 - any other person authorised by the Act or another law (eg a law enforcement agency)
 - any other person authorised by you.
- In particular, we may use your information to contact you for:
 - your views on our services and/or
 - to notify you occasionally about important changes or developments to the IRMTNZ or its services to you.
- Unless you have told us that you do not wish us to do so, we might also use your information to let you know about carefully selected related services which may be of interest to you.
- We may contact you by post, telephone or email.
- If you change your mind about being contacted in the future, please let us know by email to registrar@irmt.org.nz.
- Unless required to do so by law, IRMTNZ will not otherwise share, sell or distribute any of the information you provide to us unless we have requested and obtained your explicit consent.
- Only the Registrar (or a member of the IRMTNZ Council delegated by the Council to have access when the Registrar is unavailable) has access to all your information. However, to fulfill some specific IRMTNZ purposes, selected information may be used by certain other persons, as becomes necessary. Any personal information placed on your online profile on the website is viewable by the public.

Protecting YOUR PERSONAL INFORMATION

As a condition of membership, contract or voluntary or paid employment, a member of IRMTNZ and anyone contracted or employed by IRMTNZ is bound by the IRMTNZ Code of Ethics to respect the confidentiality of information and the privacy of individuals.

- The information you provide to IRMTNZ will be held securely on our computers. Sensitive personal information not in the public domain is accessed only by the IRMTNZ Registrar (or a member of the IRMTNZ Council delegated by the Council to have access when the Registrar is unavailable)
- IRMTNZ will take all reasonable steps to keep your personal information safe from loss, unauthorized activity, or other misuse.
- IRMTNZ will only retain personal information as long as necessary for the fulfilment of its purpose or fulfilment of the law.



Accessing and Correcting YOUR INFORMATION

It is recommended that people dealing with IRMTNZ:

- advise us of any errors in personal information
- keep us up to date with changes to personal information such as contact details.

To access, update or correct your information, please email the IRMTNZ Registrar: registrar@irmt.org.nz

Before you exercise the right to access and correct your personal information, the IRMTNZ Registrar will need evidence to confirm that you are the individual to whom the personal information relates. Your email should provide evidence of who you are and set out the details of your request (eg the personal information, or the correction, that you are requesting).

Subject to certain grounds for refusal set out in the Act, you have the right to:

- access your readily retrievable personal information that IRMTNZ holds and
- request a correction to your personal information.

In respect of a request for correction, if:

- IRMTNZ thinks the correction is reasonable and we are reasonably able to change the personal information, we will make the correction
- we do not make the correction we will take reasonable steps to note on the personal information that you requested the correction.



IRMTNZ Policy on Internet Use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you post your personal information on the IRMTNZ website's Teacher Search, or the IRMTNZ Facebook page or in any other public place, you acknowledge and agree that the information you post is publicly available.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

Photos

We may want to publish photos taken at IRMTNZ events in local branch or national IRMTNZ newsletters, on our website or social media pages, or in our annual print journal, *Ritmico*.

It is IRMTNZ Policy not to publish any identifiable photos of you without giving you prior warning and giving you the opportunity to voice any concerns.



IRMTNZ Policy on Photos & Student Privacy

The Act defines three categories of students being:

- (a) **students under 13 years of age** – thus requiring the consent of their parents /guardians for photos
- (b) **students between 13-18 years of age** – thus requiring consent of their parents/guardians **and** the student for photos
- (c) **students over 18 years of age** – thus requiring the consent of the student for photos

IRMTNZ undertakes to protect the personal identity of students in accordance with IRMTNZ Privacy Policy and Code of Ethics.

Student performance opportunities are a necessary part of music education. Some student concerts, festivals and competitions are more public events than others.

Occasionally a student is asked to play at a professional development event for music teachers, eg a masterclass.

Sometimes photographs are taken at such events to record the activity or to celebrate student achievement or success.

We may wish to publish these in local branch or national IRMTNZ newsletters, on our website or social media pages or in our annual print journal, *Ritmico*.

There are two separate and distinct uses of photographs:

1. Use of photos to record or illustrate student performance events

In this context, and in accordance with the Act, it is IRMTNZ policy that:

- photos of students:
 - are positive depictions or are taken in such a way to completely avoid identification
 - are published only as a record of, or to celebrate achievement or success and/or
 - are used to illustrate a written report about the event
- all reasonable steps have been taken to be open and transparent. Ensure that the person knows
 - why the photos are being taken
 - how they will be used
 - that it is not compulsory to agree to the student's photos being taken – they can opt out.
- no contact information for the student is published

2. Use of photos for promotional publicity

In this context it is IRMTNZ Policy that

- specific permission must be given in writing for each specific use of a photo and for each category of student as above
- no contact information for the student is published
- any photos published are positive depictions.

Please refer to the following 'Guidelines on Use of Photos and Student Privacy for IRMTNZ branches and Individual teachers' for details about how to keep within the law in this regard.



Guidelines on Taking and Using Photos and Safeguarding Student Privacy for IRMTNZ Branches and Individual Teachers

The Act defines three categories of students being:

- (a) **students under 13 years of age** – thus requiring the consent of their parents/guardians for photos
- (b) **students between 13-18 years of age** – thus requiring consent of their parents/guardians **and** the student for photos
- (c) **students over 18 years of age** – thus requiring the consent of the student for photos

1. Use of photos for recording or celebrating student achievement or success

When permission has been given for a child to enter a performance event, festival or competition, this does not mean that permission has been given to publish photos of that child.

Publishing reports and photos of students performing at a public event that have been collected lawfully is not a breach of the privacy act, if the information is for a legitimate purpose.

However, **when you collect such personal information, be open and transparent.** Take all reasonable steps to ensure that the person knows why the information (photo) is being collected, how it will be used and that it is not compulsory to agree – they can opt out.

Do not publish contact details of the students – do all you can to protect their personal identity.

Practicalities – IRMTNZ advice for Branches and individual teachers

i. **Forewarn.** For all events, Branches and individual teachers are advised to forewarn

- parents/legal guardians of students under 18 years of age and
- students over 13 years of age

that at the event photos will be taken with the intention to publish and give the reason why.

The following statement is a template which IRMTNZ branches and individual teachers may use for pre-event information.

“ Photos taken by ... *[INSERT IRMTNZ Branch or individual teacher name as applicable]* at *our/my* events are for the purpose of recording or celebrating students’ achievement or success. *We /I* may want to use them for any legal use, including but not limited to the following:

- Illustration of an article about the event in *the Branch/my* newsletter, published online and/or in print
- Web content, where the article plus photo might be posted on *our/my* website or social media page.
- Illustration of an article about the event published in the local newspapers.

Please note that photos will be kept securely and those published will be positive images.

Please email *[the event organiser contact details]* / *me [teacher]* by date, to say if

- **you as a student have any concerns about the publication of your photo, or**
- **you as a parent have any concerns about the publication of your child’s photo.”**

ii. **At the event** display, conspicuously, several notices similar to the one above, so that everyone knows that they can opt out of having their child’s photo taken/published.

iii. **Branch event organisers and teachers:** please liaise over anyone who has concerns about photos.

iv. **Do not publish contact details of the students - protect their identity.**



2. Use of photos for promotional publicity

Where it is the wish of an IRMTNZ member, an IRMTNZ branch or IRMTNZ Council to use a photo (whether taken at a public event or at a private event) for promotional publicity, permission **for that specific use** must be obtained **in writing** from

- the parent or legal guardian of the student for students under 18 years of age and
- in the case of students between 13-18 years of age or over the age of 18 (see categories above), also by the students themselves.

Permission Forms

Permission form templates which IRMTNZ branches or individual members may use can be found on pages 10 and 11.



Permission To Use Photographs form (for Parents or Legal Guardians of Students under the age of 18)

Branch _____

Date of photography _____

Event and place of photography _____

To the Parent or Legal Guardian

Thank you for allowing your child to participate in our events. We very much appreciate it.

Photos taken at events are described below. We undertake to protect the privacy of you and your child to the best of our ability, in accordance with the IRMTNZ Privacy Policy and Code of Ethics.

Please let us know if you have concerns about the publication of your child's photos.

IRMTNZ REQUESTS YOUR PERMISSION to use any of these images for any legal use, including but not limited to the uses stated below.

PERMISSION:

(Please print): I _____ the parent/legal guardian of
 _____ child's name (under 18)

give my permission to the **Institute of Registered Music Teachers of New Zealand** for the photos identified below to be used for any legal use, including but not limited to the following:

- *Illustration of an article about the event in the IRMTNZ newsletter, published online and/or in print*
- *Web content, where the article plus illustration might be posted on our website or social media*
- *Publicity*
- *Promotion of our organisation*

I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature _____ Date _____

Phone _____ Email _____

Photos or identifying labeled thumbnail images

[EG. ___ photos, mid-shot/long-shot/close-up of your child performing/being tutored on their musical instrument by their own teacher/visiting masterclass tutor at the above event.]



Permission To Use Photographs form (for Students age 13 and over to sign)

Branch _____

Date of photography _____

Event and place of photography _____

To the Student 13 years of age and over

Thank you for participating in our event. We very much appreciate it.

Photos taken at events are described below. We undertake to protect your privacy to the best of our ability, in accordance with the IRMTNZ Privacy Policy and Code of Ethics.

Please let us know if you have concerns about the publication of your photo.

IRMTNZ REQUESTS YOUR PERMISSION to use any of these images for any legal use, including but not limited to the uses stated below.

PERMISSION:

(Please print): I _____ the student's name

give my permission to the **Institute of Registered Music Teachers of New Zealand** for the photos identified below to be used for any legal use, including but not limited to the following:

- *Illustration of an article about the event in the IRMTNZ newsletter, published online and/or in print*
- *Web content, where the article plus illustration might be posted on our website or social media page*
- *Publicity*
- *Promotion of our organisation*

I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Student's signature _____ Date _____

Phone _____ Email _____

Photos or identifying labeled thumbnail images

[EG. ___ photos, mid-shot/long-shot/close-up of you performing/being tutored on your musical instrument by your own teacher/visiting masterclass tutor at the above event.]



IRMTNZ Member Agreement

Payment of your annual subscription confirms your acceptance of the statements below:

As a member of the Institute of Registered Music Teachers of New Zealand (IRMTNZ)

A. I agree to be bound by the IRMTNZ Rules, the IRMTNZ Privacy Policy for Members and the IRMTNZ Code of Ethics & Student Safety Policy, as amended from time-to-time.

I declare that I have not been convicted of a criminal offence or involved in any criminal activity relevant to my working as a music teacher.

B. I acknowledge that:

- a. Any personal information provided to the IRMTNZ, whether part of the application process or otherwise lawfully obtained, may be held, used and disclosed by the IRMTNZ to:
 - i. enable the IRMTNZ to administer and maintain my membership and to enable the IRMTNZ to provide me with all of its membership services
 - ii. enable the IRMTNZ to provide me with advice and information concerning products and services that the IRMTNZ believes may be of interest
 - iii. enable the IRMTNZ to communicate with me for any purpose
- b. The personal information is held by the IRMTNZ whose registered postal address is PO Box 4122, Christchurch 8140
- c. I give the IRMTNZ permission to verify any qualifications and/or details I have supplied.
- d. I have the right under the Privacy Act 1993 to obtain access to and request correction of any personal information held by the IRMTNZ.