

## **Design a CityLink Bus Back Competition 2023**

### **Privacy Statement**

#### **What this statement covers**

Northland Regional Council (NRC) has created this privacy statement to explain how we deal with your personal information collected through the Design a CityLink Bus Back Competition 2023 (the design competition). Personal information is information about an identifiable individual – you.

Our collection, 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 overseen by the New Zealand Privacy Commissioner.

#### **What personal information do we collect, and how will we use it?**

We are collecting the first name, age, and name of the education provider, of children aged 5 to 11 who enter the design competition (Participants), and the email address or phone number of their parent or legal guardian.

The provision of this information is voluntary. If the Participant or their parent or legal guardian does not provide the requested information, the Entry is not valid in accordance with clause 2 of the competition's Terms and Conditions.

If the Participant submits the Winning Entry, their first name, age, and bus design will be added to a CityLink bus and become publicly available. We will also collect a photograph of the Winning Participant and their family alongside the wrapped bus for promotional purposes (in accordance with section 7 of the Competition's Terms and Conditions).

The email address or phone number collected will only be used to contact the Winning Participant's parent or legal guardian.

#### **Using your information**

We will only use the personal information provided to us:

- For the purposes we collect that information
- 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 access**

NRC has implemented measures to ensure your personal information is kept safe and secure; protected against loss, damage, misuse and unauthorised access; kept accurate, current, complete, relevant, and is not misleading.



These measures include:

- Digital information is held in a secure folder in NRC's document management system
- Our security includes:
  - o Restricted access to CityLink's Transport Team and NRC's Community Engagement team.
  - o Any changes to these access permissions require approval by the Transport Manger.
  - o Any access to this folder and the information stored within it is recorded and monitored by NRC.
- Physical entries are stored in a secure, locked location at NRC's Water Street Office location for the period of the competition.

### **Sharing your information**

The following information will be used in promotional material and therefore shared widely (in accordance with clause 7 of the Competition's Terms and Conditions), including with agencies supporting those promotions:

- The Winning Participant's first name, age, and bus design as included in the bus wrap
- The photograph of the Winning Participant and their family alongside the wrapped bus may be used in NRC's marketing material such as media releases, social media, website, newsletters etc.

In the event that NRC runs a similar design competition in 2024, the Winning Entries, including Personal Information, may be used to advertise and promote that competition.

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

We will retain all personal information that we collect until 1 January 2025, or as required by law.

### **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 [citylink@nrc.govt.nz](mailto:citylink@nrc.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.

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

### **Contact Us**

If you have any questions in relation to this Competition or this Privacy Statement, please Contact [anita.child@nta.co.nz](mailto:anita.child@nta.co.nz).

If you wish to access or correct your personal information, please contact our Privacy Officer at [beryls@nrc.govt.nz](mailto:beryls@nrc.govt.nz), or in her absence [kaylal@nrc.govt.nz](mailto:kaylal@nrc.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