

## **Website Terms and Conditions**

These terms and conditions govern the use of [nzhpa.org.nz](http://nzhpa.org.nz). This site is operated by Gecco Software Ltd.

By using this site, you indicate that you have read and understand these Terms and Conditions and agree to abide by them at all times.

### **Intellectual Property**

All content published and made available on our site is the property of NZHPA and Gecco Software Ltd. This includes, but is not limited to images, text, logos, documents, downloadable files and anything that contributes to the composition of the Site.

When you create an account on our site, you agree to the following:

- You are solely responsible for your account and the security and privacy of your account, including passwords or sensitive information attached to that account
- All personal information you provide to use through your account is up to date, accurate, and truthful and that you will update your personal information if it changes.

We reserve the right to suspend or terminate your accounts if you are violating these terms and conditions.

### **Links to Other Websites**

Our site contains links to third party websites or services that we do not own or control. We are not responsible for the content, policies or practices of any third party website or service linked to on our site. It is your responsibility to read the terms and conditions and privacy policies of these third party websites before using these sites.

### **Limitation of Liability**

NZHPA Exec will not be liable for any actions, claims, losses, damages, liabilities and expenses including legal fees from your use of the Site.

These Terms and Conditions are governed by the laws of New Zealand

## **NZHPA Website Privacy Policy**

NZHPA respect the privacy of our members and the users of our website. This privacy policy applies to personal information collected by NZHPA defined in the Privacy Act 1993.

**Effective date:** 1 June 2024

nzhpa.org.nz is operated by Gecco Software Limited, who is also the data controller.

This Privacy Policy is to inform users of nzhpa.org.nz of the following:

- What user data the website collects and stores
- What the collected data is used for
- Who has access to the data collected and third-party disclosure e
- What personal information is disclosed and how NZHPA will protect the user's data
- What data is retained by NZHPA and for how long?NZHPA's data protection officer and contact details?

The Privacy Policy Applies in addition to the terms and conditions of our site.

### **Consent**

By using our site, users agree that they consent to:

1. The conditions set out in this Privacy Policy; and
2. The collection, use, and retention of the data listed in this Privacy Policy.

### **What data is collected**

We collect personal data from

- Website users when they register:
  - ❖ Name
  - ❖ Email address
- Membership profiles This may include the following data submitted to NZHPA through the membership application form or any other form related to the goods and services provided by us:
  - ❖ Name
  - ❖ Ethnicity and Māori descent/iwi
  - ❖ Previous NZHPA membership
  - ❖ Place of work
  - ❖ Contact information e.g. address, email address and phone numbers

Providing some information is optional, where other information is requested from members or website users. This information will only be used for the specific purpose it was collected.

### **Use of collected data**

NZHPA does not use, share or transfer personal information unless a member has chosen to have a joined NZHPA/SHPA membership, in which case data will be shared with SHPA.

NZHPA will only use personal information provided to us to:

- grant NZHPA membership

- to provide membership services
- communicate with you regarding membership, goods and services, sponsorship and training, attendance at an event

## **Data storage**

Data is retained for 7 years.

All Gecco's servers are hosted by Sitehost, an Auckland based New Zealand company to ensure client data is under New Zealand's jurisdiction and is covered by New Zealand's data and privacy laws.

While NZHPA takes all reasonable precautions to ensure that user data is secure and that users are protected, there always remains a risk. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

## **Protection of user data**

NZHPA has reasonable security safeguards in place to prevent unauthorised use or unauthorised disclosure of personal information.

## **SSL Certificates**

NZHPA site runs in https mode and has an SSL certificate which ensures all traffic between client browsers and the website is encrypted.

## **Site Search**

NZHPA site has a robots.txt file to restrict which areas search engines are allowed to search. Search engines are allowed access to public areas of the site only. Non-public documents are stored in restricted areas accessible only via login and access restriction levels.

## **Site Access**

Access to containers and databases by Gecco Software staff is restricted to only those who require such access.

Gecco uses MySQL which is run inside its own container. The database instance cannot be accessed from outside of the container server itself.

## **PCI**

Gecco is not a PCI accredited company. However, all financial transactions (sales/purchases) are conducted through PCI compliant organisations and integrates with Stripe. Gecco does not store any credit card details on any site or server

## **Email Delivery**

All email sent from Gecco is sent via a recognised email gateway. This helps ensure email reaches its destination and reduces the chance of email being marked as spam.

**Who has access to the data collected. Third-party disclosure e.g. SHPA and what data is communicated to them.**

For the purpose of creating a SHPA profile, the following data will be shared with SHPA for NZHPA/SHPA members.

- First Name
- Last Name
- Email
- NZHPA member #
- Membership Type: Life, Full, Tech

**Optional data:**

- DOB
- Gender
- Preferred name

**Contact Information:**

If you have any questions, concerns or complaints, you can contact our administrator at [nzhpa@nzhpa.org.nz](mailto:nzhpa@nzhpa.org.nz) or our President (link to Exec contact list)