

PRIVACY AND INFORMATION POLICY

1. Purpose

The purpose of this Privacy and Information Policy is to let member colleges of the Council of Medical Colleges (CMC); external stakeholders; and users of the Council of Medical Colleges' website know what personal information we collect and what purpose it is used for. We do not use, share, or disclose personal information collected or received, except as described in this statement. All CMC member colleges, staff and contractors are expected to comply with this Privacy and Information Statement.

2. Who do we collect personal information from?

The CMC collects personal information from:

- Staff and volunteers from our 18 member colleges
- External stakeholders and contractors we engage with about CMC business
- Board Trustees
- Council Members (representatives appointed by each member college, generally the Chair or equivalent of the member college in New Zealand.)

3. What type of personal information does the Council of Medical Colleges collect?

We collect personal information about our trustees and members to provide services to our member colleges. Personal information collected can include (but is not limited to) name, date of birth, and contact details (both work and private), insurance declaration details and register of interests.

We collect contact information, generally organisational email addresses and phone numbers, from staff and volunteers from our eighteen member colleges; and from external stakeholders and contractors.

4. Why do we collect personal information?

The Council of Medical Colleges collects personal information from its trustees and members that is necessary to carrying out its core functions. This includes communicating with the trustees and members about CMC events and work; maintaining registers of conflicts of interest; and for annual returns to the Charities Services. When personal information is requested by the Council of Medical Colleges, the reason for the request will be outlined.

The CMC collects personal information (such as contact details) from staff and volunteers from our member colleges, as well as external stakeholders and contractors, to carry out its core functions of acting as a forum for the exchange of information between member organisations, and with governmental and other health sector organisations.

5. What personal information does the Council of Medical Colleges website collect?

The Council of Medical Colleges' website can be used without disclosing any personal information, subject to the use of cookies. The website includes a contact form, where personal information (such as contact details) may be volunteered to assist the Council of Medical Colleges in responding to queries made via the contact form.

The Council of Medical Colleges website uses google analytics. This means cookies are used to collect web traffic data about how users engage with our website (for example search terms used; pages accessed; links followed; time accessed). This information is aggregated and non-personally identifying. This information is used for improving the function of the website for users. Our web analytics will respect any "do not track" setting you might have on your browser. To learn more about cookies and how you can manage them in your web browser, visit www.allaboutcookies.org.

6. What do we do with the personal information collected?

We will usually only use personal information provided to us for the purpose you provided it for (for example, to meet statutory reporting requirements; or to contact you about core CMC business). We may also use personal information provided to us for other reasons permitted under the Privacy Act (with your consent, for a directly related purpose, or where the law permits or requires it).

7. Recording

The Council of Medical Colleges may record and transcribe audio and/or video during online, hybrid or in person meetings, forums, and webinars to enable minute takers to fulfil their task or to enable meeting participants (or non-attendees) to access a recording of a meeting. Anyone attending the recorded meeting may have aspects of their personal data recorded e.g. images, audio, or typed chat. A digital notice of recording and /or transcription is typically displayed and by participating in these meetings, you consent to the recording, you may choose to switch off your video or microphone at any time. Recordings are generally stored securely in the Microsoft cloud and deleted within 12 months however there may be exceptions where recordings are retained for longer or permanently for learning purposes (for example the CMC Cultural Safety Rōpū Hui are recorded as a learning resource available to members) The CMC may also use AI technologies such as [Tactiq](#) to assist in the creation of summaries and minutes of meetings, forums and webinars.

Storage of personal information and recordings

Any personal information collected by the Council of Medical Colleges will be stored and kept secure in accordance with the Privacy Act 2020. We use Microsoft Office 365 applications and Dropbox, which are password protected. We may store electronic information on remote servers or in the cloud directly, or through contracted agencies in Australia or New Zealand, as permitted by privacy legislation.

Information will be held until it is no longer needed, at which time it will be destroyed or de-identified, unless its retention is required or permitted by law. For example, personal information about Trustees of the CMC Board collected for annual returns to the Charities Services will be kept until they are no longer a Trustee of the CMC Board, and the last annual return requiring their personal information has been submitted.

8. Disclosure to third parties

The Council of Medical Colleges engages third parties to perform certain business functions. Therefore, personal information is sometimes disclosed to those suppliers to conduct CMC business. These suppliers are either based in Australia or New Zealand, so the personal information we hold may be transferred to, or accessed from, countries other than New Zealand. The Australian based suppliers the Council of Medical Colleges uses also do business in New Zealand, so are subject to the Privacy Act 2020.

The Council of Medical Colleges also serves as a forum and assists member colleges to engage with external stakeholders in the health sector. From time to time, the Council of Medical Colleges is approached by relevant external stakeholders seeking to be put in touch with members. In this scenario, the Council of Medical Colleges will either pass on a message to members; direct the external stakeholder to a publicly available organisational email address for the member college; or seek permission to share your personal contact details for this purpose.

9. Your rights in relation to your personal information held by the Council of Medical Colleges

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at enquiries@cmc.org.nz

REVIEW & RESPONSIBILITIES

Policy authorisation: Board

Policy implementation: Board/ ED / AA

Policy maintenance: ED / AA

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Approved by (Name /Date)	CMC Board 21 August 2021
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