

Privacy Statement

Statement prepared by the Library and Information Association of New Zealand Aotearoa, 4th December 2013.

LIANZA has adopted this statement for use by the Library and Information Profession in New Zealand, to ensure compliance with the Privacy Act 1993 and to promote and protect the privacy of library users.

Personal Information

Personal information regarding library users should be collected, held and managed in a manner that ensures accountability and trust in both the organisation, and the library and information profession in New Zealand.

Purposes for collecting the information

While libraries may collect, hold and use personal information regarding library users, they must be clear regarding the purpose for which personal information is collected.

How personal information is managed

Libraries must endeavour to ensure personal information is protected from loss, misuse, unauthorized access, modification and disclosure. All necessary steps should be taken to ensure that personal information is kept secure.

Personal information should be kept accurate, current and complete. Libraries must allow individuals to request an update or correction of personal information, and these should be responded to in a timely manner.

Unless on reasonable grounds, personal information must always be collected directly from the individual concerned.

Disclosure

Libraries must not sell, distribute or otherwise provide personal information to third parties, unless it is in direct pursuit of the libraries purpose for collecting the information, or the library has obtained the individual's permission, or is required by law to do so.

LIANZA reserves the right to update this statement.