



# National Disabled Students' Association

## Privacy Policy 2025

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## 1. Introduction

1.1 The National Disabled Students' Association ("NDSA, we, us, our") is committed to protecting the privacy of all individuals whose information we collect. This Policy outlines how we collect, use, store, and protect personal information in accordance with the [Privacy Act 2020](#). This applies to all personal information we collect or receive, via interactions in-person, social media, and other channels. Refer to our [Website Privacy Policy \(2025\)](#) for interactions with our website, and [Privacy.org.nz](https://www.privacy.org.nz) for more information on your rights under the Privacy Act 2020.



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### 2. Our goals as the NDSA

2.1 The NDSA seeks to ensure all Executives and staff are aware of and comply with the Privacy Act 2020. Executives and staff are encouraged to undertake the [eLearning courses](#) provided by the Privacy Commissioner around the Privacy Act 2020.

2.2 The NDSA intends to make sure all information provided to Members and other users of our services is provided in plain language in accessible formats

2.3 The NDSA aims to communicate and comply with all information privacy principles provided in the Privacy Act 2020.

### 3. Compliance with the Privacy Act 2020

3.1 The NDSA adheres to the principles and requirements of the [Privacy Act 2020](#), which governs the collection, use, storage, and disclosure of personal information in Aotearoa New Zealand. We are committed to upholding your rights to privacy, transparency, and data security.

3.2 The NDSA shall inform the Commissioner and affected people about any privacy breaches that have the potential to cause serious harm.

3.3 Following the [information privacy principle 3](#) of the Privacy Act 2020, when the NDSA collects information from an individual, we will make sure the individual concerned is aware of:

- a. The fact that the information is being collected,
- b. The purpose for which the information is being collected,
- c. Who may have access to the information collected,
- d. Whether the information provided is required or voluntary, and



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- e. What will happen if they don't provide the information.

3.4 The NDSA will only collect information from children and young people if necessary, and in ways that are fair and reasonable in the circumstances.

3.5 The NDSA will only disclose information to overseas parties in accordance with [information privacy principle 12](#) and the Privacy Act 2020.

3.6 The NDSA will only assign unique identifiers if it is necessary to do so in order to carry out functions efficiently. The NDSA will take reasonable steps to protect unique identifiers from being misused.

## 4. Collection of personal information

4.1 NDSA will only collect personal information provided by you that is necessary for our legitimate operational and governance needs. Information gathered for general purposes such as communication may include:

- a. Names
- b. Email addresses
- c. Preferred means of communication

4.2 In order for the NDSA to coordinate safe, inclusive, and accessible participation in our activities, such as running events like our in-person Members' hui, we may also collect:

- a. Physical addresses
- b. Phone numbers
- c. Travel and accommodation information
- d. Relevant health information such as access needs and allergies



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- e. Emergency contact information
- f. Bank account information for purposes of reimbursement or koha

4.3 Information may be collected by the NDSA with your consent for the purposes of providing advocacy services. We will only retain information necessary for providing these services, and for as long as necessary. We may aggregate anonymised trends for purposes of reporting. We may collect the following information for purposes of advocacy:

- a. Your name
- b. Your contact information (email address, phone number)
- c. Your course information
- d. Your place of enrolment
- e. Relevant health information
- f. Information about your concerns

For more information around our advocacy services, see our **Advocacy Policy (2025)**.

## 5. Participation in meetings

5.1 By participating in meetings organised by the National Disabled Students' Association, individuals consent to the collection of relevant information. These meetings and events include but, are not limited to:

- a. Members' Council
- b. General Meetings (Annual General Meetings and Special General Meetings)
- c. One-on-one meetings with Members
- d. Meetings coordinating events and campaigns



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- e. Online and in-person events

5.2 Other information we may collect in relation to meetings may include:

- a. Meeting attendance records
- b. Meeting recordings
- c. Minutes, including views shared on agenda items

5.2 For Part I (open) meetings, recordings may be made available to other Members.

## 6. Compliance with the Incorporated Societies Act 2022 and Charities Act 2005

6.1 The NDSA may do what is deemed necessary to comply with the [Incorporated Societies Act 2022](#) and [Charities Act 2005](#). The NDSA must collect and provide the following information to the Registrar and Charities Services:

- a. Members' representative's names
- b. Contact email address
- c. Contact phone number

6.2 Minutes (not recordings) of meetings such as General Meetings may be published or provided to the Registrar or Charities Services.

6.3 A Member may provide other details as they wish such as signatures on minutes in order for the NDSA to comply with these Acts.



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### 7. Training, hui, and events

7.1 The NDSA may collect personal information during training, hui, or other events in which Members or representatives are present. This information is used only to ensure safe, accessible, and effective event delivery.

7.2 Please refer to our [Media Policy \(2025\)](#) for matters relating to photography or video recordings of individuals.

### 8. Non-Member information

8.1 The NDSA may occasionally collect personal information from individuals who are not Members with your explicit and informed consent. All information is handled in accordance with this Privacy Policy and the Privacy Act 2020.

8.2 The NDSA may collect Non-Member information with your consent for the purposes of:

- a. Research
- b. Advocacy
- c. Collaboration
- d. Consultation and conducting surveys
- e. Feedback about our services
- f. Promotions, prizes, and events
- g. Providing grants
- h. Providing other services
- i. For any other purpose authorised by you or the Privacy Act 2020



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### 9. Use and disclosure of information

9.1 Information collected will only be used for the purposes for which it was obtained. Information held by the NDSA will not be disclosed to third parties (such as, but not limited to, tertiary institutions, government agencies, other incorporated societies, and other disability-related organisations) without the explicit and informed consent of the individual, unless legally required to do so.

### 10. Data storage and security

10.1 All personal information held by the NDSA is securely stored and accessible only to those with appropriate authorisation. We take reasonable steps to protect all data from loss, unauthorised access, misuse, or disclosure, in line with the requirements of the Privacy Act 2020. The NDSA will not keep information longer than necessary for the purposes for which it was collected.

### 11. Access and correction of information

11.1 Individuals have the right to access their personal information held by the NDSA and to request corrections where it is inaccurate or incomplete in accordance with the Privacy Act 2020. Requests can be made by contacting us using the details outlined in 12. Contact us.

11.2 The NDSA may refuse to release personal information if releasing it would create a serious threat to the health, safety, or life of an individual or public safety, or any other reason provided in [Principle 6](#) and sections 49–53 of the [Privacy Act 2020](#). The NDSA must provide reason for the refusal, and emphasise the requestor's right to make a complaint to the Commissioner in respect of the refusal.



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### 12. Policy review and updates

12.1 This Policy will be reviewed annually (set a year from the initial ratification date) and updated as required to reflect changes in our operations or legal obligations. The most current version will always be available through our website and official communication channels.

### 13. Privacy Officer and contacting us

13.1 For any queries, concerns, or to request access, deletions, or make corrections to your personal information, please contact the Privacy Officer for the NDSA.

13.2 The Privacy Officer will be designated within the first three months or six meetings (whichever is the lesser of the two) of a Governing Year (January 1st).

To contact the Privacy Officer, the National Disabled Students' Association Co-Presidents can provide the delegated Privacy Officer's details. Email:

[President@NDSA.org.nz](mailto:President@NDSA.org.nz)

### 14. Ratification

Approved by the NDSA Executive: Yes

Date created: 21st July 2025

Date of most recent ratification: 21st July 2025

Related minutes: Executive meeting 21st July 2025

Date due review: 21st July 2026

Signature from: Eloise Fleming, Co-President for the NDSA 2025

Signature:



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A handwritten signature in black ink, appearing to be 'AD', is positioned below a horizontal line.