

Privacy Statement

By completing an application for membership, you are providing personal information to the Tararua District Library. This information is securely stored by the Tararua District Council's database and digital service providers to enable accurate records to be maintained as to the identity and contact details of library members, and for statistical purposes to record the use of Library material. This information is only made available to staff of the Tararua District Council. Our agreements with them protect the information that we collect from any unauthorised use.

You agree that Tararua District Library may use this information for the purpose of:

- Managing your membership, including maintaining your records
- Advising of fees
- Recovering out-standing fines and debts
- Advising you of library services and events
- Discussing with your guarantor or legal guardian any matters arising from your membership (if you are under 18 years of age)

The information may be given to appropriate Council departments and staff and/or third parties in the event that the Tararua District Council has to take action against you for recovery of any payments due and owing by you to Council in respect of your library membership.

The information may be shared with third parties when we believe in good faith that we are required to do so by law.

This Privacy Policy only relates to our library sites. Our website may contain links to other sites. You should check their privacy policies before providing personally identifiable information to them or any other third party.

You agree that you may be contacted by post, email and telephone (including texts) and the Tararua District Council will not be liable for any other person being able to access any mail, email or telephones messages sent to you.

The personal information collected as part of this application for membership, will be held by the Tararua District Council. You have the right to access that information and request changes to it at any time during normal office hours, free of charge.

We take reasonable steps to protect your personal information we hold from misuse, loss, unauthorised access, modification, or disclosure. You can also help to protect the privacy of your personal information by keeping your passwords secret and by ensuring that you log out of the website when you have completed your transaction. If you become aware of any security breach, please contact the Tararua District Library as soon as possible.

By law, you are not required to provide personal information. However, if you do not supply the information requested on the application, then the Tararua District Library may be unable to process your application or provide you with membership.

The Office of the Privacy Commissioner (<http://www.privacy.org.nz>) provides further details of the New Zealand Privacy Act and how it protects personal information in New Zealand.