

PRIVACY POLICY

INTRODUCTION

This policy describes KNZ's policy and processes for collecting and managing any personal information it receives while discharging its duties. KNZ is committed to protecting the privacy of all individuals it interacts with and to complying with its obligations under the Privacy Act 2020 (**Privacy Act**).

WHAT IS PERSONAL INFORMATION?

Personal information is information about a living individual as long as that individual can be identified such as name, address, date of birth or other contact details.

COLLECTION OF PERSONAL INFORMATION

KNZ will only collect personal information about you for the purposes of its functions, including under the Kiwifruit Export Regulations 1999 (**Regulations**).

If we ask you directly for your personal information, at the time of collection we will tell you:

- What personal information we are collecting.
- Why we are collecting it.
- If there is any law that requires or authorises us to collect it.
- Who we will disclose it to (if anyone).
- What might happen if you refuse or fail to provide us with the personal information we have asked for.
- About your right to access the information and to seek to have the information corrected.

Sometimes we may need to collect personal information about you from another source. We will only do this if we are permitted to do so under the Privacy Act, the Regulations, or any other law.

STORAGE AND SECURITY OF PERSONAL INFORMATION

KNZ will hold any personal information it collects about you in accordance with the Privacy Act. We will take reasonable steps to keep any personal information that we hold about you secure. We only hold personal information for as long as it is needed for our lawful purposes, and any personal information that is no longer required by KNZ will be securely deleted or destroyed.

USE OF PERSONAL INFORMATION

KNZ will only use personal information it holds about you for the purpose(s) specified at the time you provide it, unless you authorise us to use it for another purpose, or we are permitted to use it for another purpose under the Privacy Act, the Regulations, or any other law. Before we use your personal information, we will take reasonable steps to ensure that the information is accurate, up to date, relevant, complete and not misleading.

SHARING YOUR PERSONAL INFORMATION

We do not disclose personal information about you to third parties unless one of the following applies:

- We explained to you when obtaining the personal information that one of the reasons for obtaining the information was to disclose it to someone else.
- You have given us authority to do so.
- We are required to do so under the Privacy Act, or by any other law (for example, for law enforcement purposes).
- The information is used in a way that will not identify you.

REQUESTS TO ACCESS OR CORRECT YOUR PERSONAL INFORMATION

You are entitled to ask us for access to and/or to correct any personal information we hold about you. To request access to and/or correction of any personal information that we hold about you, please write to:

The Compliance Officer
Kiwifruit New Zealand
PO Box 4683
Mt Maunganui South 3149

or by email: admin@knz.co.nz

Under the Privacy Act, there are limited grounds on which KNZ may refuse to disclose your personal information. If those grounds apply to your request for your information, we will inform you at the time.

COMPLAINTS

You are entitled to make a complaint about KNZ to the Privacy Commissioner in accordance with Part 5 of the Privacy Act. To make a complaint, please write to:

Privacy Commissioner

PO Box 10 094, Wellington 6143

Or contact the Privacy Commissioner's office at 0800 803 909 or at enquiries@privacy.org.nz

POLICY REVIEW

This policy is approved by the KNZ Board and will apply from 16 April 2024.

It will be reviewed every 3 years or earlier if deemed necessary.