

NKBA Access to Information and Privacy Policy

The National Kitchen and Bathroom Association (NKBA) is committed to ensuring members have appropriate access to information held by the Association.

The purpose of this policy is to explain what personal data the Association collects, why it is required, who may access it, and how members can request information. It also sets out the decision-making guidance for officers and ensures NKBA meets its obligations under sections 80–83 of the Incorporated Societies Act 2022 and the Information Privacy Principles of the Privacy Act 2020.

1. Requesting information

A member may request information held by NKBA at any time. All requests must:

- a. Be made to the Executive Officer via:
 - Email to: rachael@nkba.org.nz
 - Post to: 3c Kennedys Bush Road, Halswell, Christchurch 8025
- b. Specify the information sought in sufficient detail to enable it to be identified.

2. Responding to a request

Within a reasonable time of receiving a request the Executive Officer (or another authorised officer), will:

- a. Provide the information; or
- b. Confirm that the information will be provided within a specified timeframe; or
- c. Confirm when the information will be provided and whether there will be a cost, which will be explained; or
- d. Refuse the request and provide the reasons for refusal.

3. Before releasing information, Officers should assess:

- a. Whether the information requested is held by the Association
- b. Whether the requester is a current member
- c. Whether the information relates to society operations, finances, governance, or membership records
- d. Whether releasing it is consistent with the Incorporated Societies Act 2022
- e. Whether releasing it complies with the Privacy Act 2020, including the Information Privacy Principles

4. Charges for providing information

Most requests are free. However, if it takes significant time or resources to gather the information, we may charge a reasonable fee.

We will never charge members for access to their own personal information, as required by the Privacy Act 2020.

5. If a charge is proposed

- The member may withdraw the request.
- The request will be treated as withdrawn unless, within 5 working days of being notified of the charge, the member informs the Executive Officer that:
 - a. They agree to pay the charge; or
 - b. They consider the charge to be unreasonable.

If the member disputes the charge, the matter will be referred to the NKBA Executive Board, which will, within 5 working days, confirm, reduce, or remove the charge and notify the member of its decision.

5. Grounds for refusing a request

The Executive Officer may refuse to provide the information if any of the following apply:

- a. Giving the information would breach someone's privacy (including deceased persons).
- b. It would harm the commercial interests of NKBA, a member, or another person.
- c. Providing it would breach the law.
- d. The information is not relevant to the operation or affairs of the Association.
- e. The request is frivolous or vexatious (for example, made to cause disruption rather than to get useful information).

These grounds do not limit any other lawful grounds on which the Association may refuse a request.

6. Information NKBA may collect

NKBA collects only the information necessary for the operation, governance, and administration of the Association. This may include:

- Membership information: name, contact details, professional role, qualifications, and membership status.
- Financial information: details required for membership fees, event registrations, or other transactions.
- Participation information: involvement in NKBA events, training, committees, or governance roles.
- Communications: records of correspondence between members and the Association.
- Legal compliance information: any information required to meet obligations under the Incorporated Societies Act 2022, or other applicable legislation.

NKBA will not collect information that is unnecessary for its functions.

7. Compliance with the Privacy Act 2020

NKBA follows the Privacy Act 2020. This means:

- Members will be informed of why their information is being collected and how it will be used.
- NKBA will take reasonable steps to protect personal information from loss, unauthorised access, misuse, or disclosure.
- Members may request access to, or correction of, their personal information at any time.
- Personal information will only be used for the purpose for which it was collected unless another lawful ground applies.
- NKBA will not keep personal information for longer than necessary.

These rules apply to all officers, contractors, and volunteers handling personal information on behalf of NKBA.

Related Documents:

- NKBA Code of Ethics & Professional Standards
- NKBA Code of Conduct & Events Standards