

# REGISTERED MASTER BUILDERS ORGANISATION PRIVACY POLICY

## Background

The Registered Master Builders Association of New Zealand Incorporated (“RMBA”) is an incorporated society and membership organisation for New Zealand builders (including building companies).

Master Build Services Limited is a duly incorporated company that is 100% owned by RMBA and that provides building guarantees in respect of building work undertaken by RMBA members.

When referred to collectively, RMBA and MBS are referred to as the “Registered Master Builders Organisation”.

## Purpose for collection of personal information (principle 1)

The Registered Master Builders Organisation collects personal information from:

- Members.
- Builders applying to be members
- Homeowners applying for Master Build Guarantees.
- Persons making a claim under a Master Build Guarantees.
- Person making a complaint about a member.
- Persons (including members) buying products (including training) from Master Builders.
- Persons entering Awards programmes.
- Employees.

The Registered Master Builders Organisation collects personal information to the extent that it is necessary for the purposes of furthering its objectives.

RMBA’s objectives are:

- To protect, encourage, assist and promote by all lawful means the interests of Registered Master Builders.
- To seek for Members the advantages of preferential business arrangements.
- To promote any corporation, company, scheme or other means to enhance the benefits of engaging a Registered Master Builder.
- To promote means and measures to maintain and improve the standards of the building industry and to increase the status of members thereof (especially Registered Master Builders) with the general public.
- To assist with ensuring that the general public receive fair and equitable treatment in dealing with the building industry (especially with Registered Master Builders).
- To purchase, take or lease or otherwise acquire lands, buildings and premises for the furtherance of the objects of the Association.
- To erect and maintain, alter and repair any buildings and erections or other property that may be required for the purpose of the Association.
- To raise funds by means of subscriptions from Members and levies on Members and by mortgaging or otherwise for all the purposes and objects of the Association in such amounts and in such manner as is provided for in [the RMBA Constitution].

- To sell, improve, manage, develop, exchange, lease, mortgage, dispose of or otherwise deal with all or any part of the Association's property and rights.
- To enter into any arrangement with any person, firm, company, Government agency, municipal or other local authority or other association to obtain any right, privilege or concession which the Association may think seem conducive to its objects.
- To originate and promote improvements in any law, rule or code that may directly or indirectly relate to the building and construction industry.
- To operate a code of conduct procedure (including to set and enforce by fines or otherwise such rules and by-laws for its Members and persons dealing with them as may be considered necessary or expedient for attaining any of its objects).
- To do all such lawful acts and things as are incidental or conducive to the attainment of the above-mentioned objects or any of them.
- Enhance the standard of the construction industry in New Zealand by promoting Awards Programmes to recognise achievement.

In order to work toward the above objectives, RMBA does various things including (without limitation):

- Considering membership applications.
- Processing and acting on complaints received from third parties against members.
- Offering training courses to members and to non-members.
- Providing competitions which members (and, in some cases, non-members) enter.
- Obtaining discounts and sponsorship arrangements with third parties (including for the direct on members and for the benefit of RMBA).
- Run Awards Programmes for members and non-members.

MBS provides building guarantees in respect of work carried out by RMBA members. It also considers and acts upon building guarantee claims, and act incidental thereto.

Personal information is not collected by the Registered Master Builders Organisation unless:

- the information is collected for a lawful purpose connected with a function or activity of the Registered Master Builders Organisation (as set out above); and
- the collection of the information is necessary for that purpose.

## **Source of personal information (principle 2)**

Where the Registered Master Builders Organisation collects personal information, it collects it directly from the individual concerned (unless it is lawful and necessary to do otherwise).

## **Collection of information from subject (principle 3)**

Where the Registered Master Builders Organisation collects personal information directly from an individual for the first time, before the information is collected, it will take reasonable steps (by referring people to this policy, or otherwise) to ensure that the individual is aware of:

- (a) the fact that the information is being collected; and
- (b) the purpose for which the information is being collected (which shall include the purposes set out under the heading "Purpose for collection of personal information" above); and
- (c) the intended recipients of the information (which shall include RMBA and MBS; and

- any other person or agency who the Registered Master Builders Organisation is obliged or entitled to pass that information on to).
- (d) the name and address of the agency (i.e. the Registered Master Builders Organisation) that is collecting and that that will hold the information (which is set out at the end of this document); and
  - (e) if the collection of the information is authorised or required by or under law:
    - (i) the particular law; and
    - (ii) whether the supply of the information is voluntary or mandatory; and
  - (f) the consequences (if any) for that individual if all or any part of the information is not provided (which shall include that the Registered Master Builders Organisation shall be entitled to decline any relevant application being made by the person providing information); and
  - (g) the rights of access to, and correction of, personal information provided by these principles.

(However, compliance is not required when Registered Master Builders Organisation reasonably believes that

- (a) non-compliance is authorised; or
- (b) non-compliance would not prejudice the interests of the individual; or
- (c) the non-compliance is legally necessary -
- (d) that compliance would prejudice the purposes of the collection; or
- (e) that compliance is not reasonably practicable in the circumstances of the case; or
- (f) that the information will not be used in a form in which the individual concerned is identified (e.g. for statistical purposes).

#### **Manner of collection of personal information (principle 4)**

Personal information will not be collected by the Registered Master Builders Organisation by means that are unlawful or unfair or excessively intrusive.

#### **Storage and security of personal information (principle 5)**

When Registered Master Builders Organisation holds personal information it shall ensure that the information is protected, by such security safeguards as it is reasonable in the circumstances.

#### **Access to personal information (principle 6)**

When the Registered Master Builders Organisation holds personal information that can be readily be retrieved, an individual concerned shall be entitled -

- (a) to obtain from the Registered Master Builders Organisation confirmation of whether it holds such personal information; and
- (b) to have access to that information.

Where an individual is given access to personal information, the individual shall be advised that they may request the correction of that information.

## **Correction of personal information (principle 7)**

When Registered Master Builders Organisation holds personal information, the individual concerned shall be entitled –

- (a) to request correction of the information; and
- (b) to request that there be attached to the information a statement of the correction sought but not made.

When Registered Master Builders Organisation receives such a request to correct information, it will act reasonably to:

- (a) correct the information; or
- (b) Attach a statement show that the person requested the information be corrected; or
- (c) Let the person know the outcome.

## **Accuracy, etc, of personal information (principle 8)**

When Registered Master Builders Organisation holds personal information it will not use that information without taking such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date, complete, relevant, and not misleading.

## **Not to keep personal information for longer than necessary (principle 9)**

When the Registered Master Builders Organisation holds personal information it will not keep it for longer than is required for the purposes for which the information may lawfully be used.

## **Limits on use of personal information (principle 10)**

When the Registered Master Builders Organisation holds personal information that was obtained in connection with one purpose it will not use the information for any other purpose (except for a directly related purpose, or a purpose that the person has consented to).

## **Limits on disclosure of personal information (principle 11)**

The Registered Master Builders Organisation will not disclose the personal information it holds about persons unless:

- (a) that the disclosure is directly related to the reason why the information was obtained; or
- (b) The person has consented; or
- (c) The information is publically available; or
- (d) The disclosure is being disclosed for statistical purposes; or
- (e) It is otherwise necessary and lawful.

## **Unique identifiers (principle 12)**

The Registered Master Builders Organisation assigns a membership number (including member ID and passwords) to members. The Registered Master Builders Organisation does not otherwise assign or hold unique identifiers.

## **Collection through use of the Registered Master Builders Organisation's website**

The Registered Master Builders Organisation collects personal information that users voluntarily provide when using the RMBA website. This personal information includes your:

- name;
- contact details;
- log-in details;
- payment information; and
- continuing professional development course participation records.

The Registered Master Builders Organisation may contract with third party organisations to provide services on our website. Those organisations may need to collect personal information about you as part of providing their services to us.

To improve our website, the Registered Master Builders Organisation may also use web analytics tools to measure your usage of our website (including your mouse click activity, your IP address, and other personal information that you voluntarily enter into the website).

We use session based cookies in the operation of the Website. The cookies contain information (such as a unique user ID) that may be used for various purposes, such as to track the pages of the websites which you have visited or to display appropriate regional information. This information is stored in a safe and secure database. You can refuse cookies by turning them off in your browser however this may prevent you using our website.

## **Privacy policy subject to change**

The Registered Master Builders Organisation reserves the right to change this policy, from time to time.

## **Contact us**

If you wish to contact us about a privacy issue, please contact our Privacy Officer, care of:

Registered Master Builders Association  
Level 6, 234 Wakefield Street  
PO Box 1796  
WELLINGTON 6140

Email: [rmb@masterbuilder.org.nz](mailto:rmb@masterbuilder.org.nz)