

PRIVACY AND INFORMATION POLICY

Purpose

This Privacy and Information Policy sets out how the Council of Medical Colleges (CMC) collects, uses, stores, and shares personal information. It applies to member colleges, external individuals and organisations, contractors, and users of the CMC website.

CMC only uses or discloses personal information as described in this Policy. All CMC member colleges, staff, and contractors are expected to comply with it.

Who do we collect personal information from?

CMC collects personal information from:

- Staff and volunteers from our 18 member colleges
- External individuals, organisations and contractors we engage with about CMC business
- Board Trustees
- Council Members (representatives appointed by each member college, generally the Chair or equivalent of the member college in New Zealand.)

1. What type of personal information does CMC collect?

We collect personal information about our trustees and members to provide services to our member colleges. Personal information collected can include (but is not limited to) name, date of birth, and contact details (both work and private), insurance declaration details and register of interests.

We collect contact information, generally organisational email addresses and phone numbers, from staff and volunteers from our eighteen member colleges; and from external individuals and organisations and contractors.

2. Why do we collect personal information?

CMC collects personal information from its trustees and members that is necessary to carry out its core functions. This includes communicating with the trustees and members about CMC events and work; maintaining registers of conflicts of interest; and for annual returns to the Charities Services. When personal information is requested by CMC, the reason for the request will be outlined.

CMC collects personal information (such as contact details) from staff and volunteers from our member colleges, as well as external individuals and organisations and contractors, to carry out its core functions of acting as a forum for the exchange of information between member organisations, and with governmental and other health sector organisations.

3. What personal information does the CMC website collect?

The CMC website can be used without disclosing any personal information, subject to the use of cookies. The website includes a contact form, where personal information (such as contact details) may be volunteered to assist CMC in responding to queries made via the contact form.

The CMC website uses Google Analytics. This means cookies are used to collect web traffic data about how users engage with our website (for example search terms used; pages accessed; links followed; time accessed). This information is aggregated and non-personally identifying. This information is used for improving the function of the website for users. Our web analytics will respect any “do not track” setting you might have on your browser. To learn more about cookies and how you can manage them in your web browser, visit www.allaboutcookies.org.

4. What do we do with the personal information collected?

We will usually only use personal information provided to us for the purpose you provided it for (for example, to meet statutory reporting requirements; or to contact you about core CMC business). We may also use personal information provided to us for other reasons permitted under the Privacy Act (with your consent, for a directly related purpose, or where the law permits or requires it).

Recording

CMC may record and transcribe audio and/or video during online, hybrid or in person meetings, forums, and webinars to enable minute takers to fulfil their task or to enable meeting participants (or non-attendees) to access a recording of a meeting.

Anyone attending the recorded meeting may have aspects of their personal data recorded e.g. images, audio, or typed chat.

A digital notice of recording and /or transcription is typically displayed and by participating in these meetings, you consent to the recording, you may choose to switch off your video or microphone at any time.

Recordings are generally stored securely in the Microsoft cloud and deleted within 12 months however there may be exceptions where recordings are retained for longer or permanently for learning purposes (for example the CMC Cultural Safety Rōpū hui are recorded as a learning resource available to members).

CMC may also use AI-enabled technologies (such as Tactiq) to assist in the creation of meeting summaries and minutes. AI tools are used solely to support administrative functions, and all outputs are subject to human review.

Storage of personal information and recordings

Any personal information collected by CMC will be stored and kept secure in accordance with the Privacy Act 2020.

We use Microsoft Office 365 applications, Dropbox, and other password-protected systems.

We may store electronic information on remote servers or in cloud-based systems, directly or through contracted service providers in New Zealand or Australia, as permitted under applicable privacy legislation.

Information will be held until it is no longer needed, at which time it will be destroyed or de-identified, unless its retention is required or permitted by law.

For example, personal information about Trustees collected for annual returns to Charities Services will be retained until the individual is no longer a Trustee and the final return requiring their information has been submitted.

Disclosure to third parties

CMC engages third-party service providers to support the delivery of its business functions. Personal information may therefore be disclosed to those providers where necessary to carry out CMC business.

These providers are based in New Zealand or Australia. Where personal information is transferred offshore, CMC takes reasonable steps to ensure that appropriate privacy protections are in place, consistent with the Privacy Act 2020.

CMC also supports communication between member colleges and external individuals and organisations within the health sector.

For work-related enquiries, CMC will connect external parties with the appropriate contact within the relevant member college.

For personal enquiries, CMC will not share personal contact details without consent and may instead forward a message or refer the external party to a publicly available organisational email address.

Your rights in relation to your personal information

You have the right to request access to any personal information CMC holds about you and to request correction if you believe the information is incorrect.

Requests for access or correction should be made by contacting: enquiries@cmc.org.nz

REVIEW & RESPONSIBILITIES

Policy authorisation: Board

Policy implementation: Board / Executive Director / Operations Officer

Policy maintenance: Executive Director / Operations Officer

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Approved by (Name /Date)	CMC Board 25 February 2026
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Te Kaunihera o Ngā Kāreti Rata o Aotearoa

COUNCIL OF MEDICAL COLLEGES

NEW ZEALAND