

## Adventure Voice Research Panel Member Privacy Information Sheet

Here is some important information about your **confidentiality and privacy**.

1. In order to ensure we protect your confidentiality and privacy, a **'Privacy Impact Assessment'** (PIA) has been completed as part of the process of setting up the Adventure Voice Panel. This has followed the process outlined by the New Zealand Privacy Commission.
2. The PIA covers:
  - What personal information we will collect from you and how.
  - How it will be used to analyse and report the surveys you complete.
  - How the information you provide will be stored.
3. The personal information we collect from you in the **Onboarding Questionnaire**, will be the **absolute minimum** needed to contact you, stay in touch, and analyse and report the survey results:
  - It will be collected from you by our research partner, Rangahau Aotearoa (Research New Zealand), in accordance with the 2020 Privacy Act and their Code of Practice<sup>1</sup>.
  - Who within Rangahau Aotearoa has access to this information will be managed via 'permissions' and this will be actively monitored. That is, the only people who will have access to this information are the staff at Rangahau Aotearoa who are directly responsible for the Panel.
4. The personal information you provide through any **survey you complete** will be used in accordance with New Zealand privacy laws:
  - This means that as soon as practically possible, Rangahau Aotearoa will **depersonalise** the survey results from any information capable of directly or indirectly identifying you.
  - It will be used to **create generic groups** of respondents, in order to analyse and report the survey results (e.g., groups based on age, level of ability).
5. All surveys will be **completed online**. Rangahau Aotearoa's online survey platform is a modern, state-of-the-art fully-supported survey platform which is SSL and SOC2 certified. This means that it is a highly secure survey platform.
6. Rangahau Aotearoa will provide New Zealand Mountain Safety Council with access to the **anonymised** survey results via an **online reporting website**. This website is also highly secure and only specific staff at New Zealand Mountain Safety Council will be able to access it via a username and password.
7. At all times, personal and survey information will be stored safely by Rangahau Aotearoa with a **government-approved** local cloud provider, in Aotearoa New Zealand. It should also be noted that Rangahau Aotearoa's ICT system in general meets the requirements of the government's **New Zealand Information Security Manual** (v. 3.5).
8. To reiterate:
  - Taking part in our surveys is completely **voluntary**.
  - You can **choose** whether or not to complete a survey (although we obviously want you to) or you can **unsubscribe** from the Panel at any time by contacting our research partner, Rangahau Aotearoa (or clicking the Unsubscribe button at the bottom of the survey invite).

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<sup>1</sup> Rangahau Aotearoa's Code of Practice is the Code of Practice of the European Society of Marketing & Opinion Research (ESOMAR). ESOMAR's Code meets the requirements of the EU's General Data Protection Regulations ([www.esomar.org](http://www.esomar.org)).

## Questions?

If you have any queries, please email Annita Wood at Rangahau Aotearoa on [AdventureVoice@researchnz.com](mailto:AdventureVoice@researchnz.com).

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