



## SGCNZ PRIVACY ACT WAIVER

SGCNZ is committed to protecting personal information. In accordance with the Privacy Act 2020 it has a Privacy Policy.

### ***Types of information we collect***

Depending on the programmes and events that you or your child participate in, and your interactions with us, the personal information that we collect may include:

- (a) as a participant, your name, address, phone number, email address, school, class, age, health status (including any allergies and conditions), ethnicity and gender;
- (b) as a caregiver your, and any other nominated caregiver's, name, address, phone number, email, relationship and workplace details;
- (c) as a teacher, your name address, school, phone number, and email;
- (d) details of the programmes in which you or your child has participated, including those through your membership of SGCNZ;
- (e) how and when you engage with us, including what you have purchased from us;
- (f) information you provide to enter a programme or event;
- (g) video footage and photos of you participating in performances or other events;
- (h) as a Board member, staff or volunteer your name, address, phone number, email, age, ethnicity, gender, vetted status and any other information directly relevant to the role of a Board member, staff member or volunteer;
- (i) any other information that you authorise us to collect.

### ***How SGCNZ collects personal information***

In this section, we describe how we collect personal information directly from you and, in some cases, from other sources. Generally, we only collect personal information directly from you when you or your child:

- (a) joins SGCNZ in any capacity;
- (b) registers for and uses a programme, or attends a performance / event;
- (c) visits our Website;
- (d) participates in a survey, or a promotion;
- (e) communicates with us, including online.

### **How SGCNZ uses personal information**

We may use your personal information to:

- (a) process your registration and administer your participation or membership;
- (b) administer your activities in regard to your paid or unpaid work for SGCNZ;
- (a) send you invitations to or information about programmes and events, by post or electronic means, including by email, phone and text/SMS;
- (b) improve our programmes and events to ensure that they remain relevant and of interest to you. For example, we
- (c) may contact you to request that you respond to questionnaires, evaluations, reports and surveys;
- (d) assist us in investigating your claims, complaints and enquiries; and
- (e) for any other purpose that you authorise.

### **No-Permission**

You do not have to provide us, or authorise us to collect, any images or information that we request.

If you want to be excluded, we will advise the videographer and photographer.

You may wish to consider the wider implications of no filming of your scene/s.

**Chair** Paul Foster-Bell

**Chief Executive, SGCNZ Trustee, Member Shakespeare's Globe Council, London** Dawn Sanders ONZM, QSM **M** 027 283 6016 **E** dawn@sgcnz.org.nz

**Board** Johan Barton | Aaron Hape | Neil Strom | Vivienne Thomson | Bronwyn Turei |

**Globe Associate** Stella Kanu | **Youth Associate** Darius Martin-Baker **Observer** Eli Hancock | Jacob Waugh | Leander Mason

**Patrons** Vice-Regal Patron Her Excellency The Right Honourable Dame Cindy Kiro, GNZM, QSO, Governor-General of New Zealand  
Sir Sam Neill KNZM, OBE, Robyn Malcolm MNZM

**Arts Administrator** Position available | **Financial Advisor** Jan Bergquist | **Accent on Shakespeare Editor** Leigh Bredenkamp



**Shakespeare Globe Centre  
New Zealand**  
Postal address:  
PO Box 17-215, Wellington 6147, NZ  
Physical address:  
Level 1, Toi Poneke: Wellington Arts Centre  
65-69 Abel Smith Street, Wellington 6011, NZ  
**M** +64 27 283 6016  
**T** +64 4 384 1300  
**sgcnz.org.nz** | **CC** 23945

## **With whom SGCNZ shares personal information**

### ***Shakespeare's Globe, London***

The personal information of those who participate in the SGCNZ Young Shakespeare Company as participants or as tour leaders may be shared with Shakespeare's Globe in London. This personal information is covered by this Privacy Policy and the Privacy Act 2020.

### ***Service providers***

In providing and managing our programmes, we contract with other third parties such as tutors and actors to provide services such as lectures and workshops to us and we may disclose relevant personal information to them to enable them to provide those services. We require these service providers to adhere to this Privacy Policy and to the requirements of the Privacy Act.

## **How SGCNZ stores personal information**

### ***Storage of personal information***

All the personal information that we collect is held by us on paper records or, if electronic, is held in "the cloud".

The records are securely located at our physical address at 65-69 Abel Smith Street, Level 1, Office 7, Toi Poneke: Arts Centre, Wellington 6147, New Zealand.

### ***Disposal of personal information***

SGCNZ does not keep personal information for longer than it is needed. If it is held in paper form it is shredded; if it is electronic it is deleted.

### ***Electronic Security standards***

We take reasonable precautions, including complying with generally accepted industry standards, to protect the personal information that we hold.

### ***Access to and correction of your personal information and preferences***

You can request access to, and correction of, your personal information at any time by contacting us using the details above. You can also update your personal information, and change your preferences, on our website by signing into your account.

### ***Event Permission***

Photographs and Video of performances and general participation in SGCNZ's Events and Activities, may be captured by authorised third parties.

The performers, contributors and participants are aware and agree that such recordings may be used for commercial or promotional purposes, which includes publication to the internet and our social media sites and inclusion in films and publications celebrating the history of SGCNZ.

Performers, contributors and participants agree that any sponsors of SGCNZ who help finance SGCNZ's activities, may use media in their promotional and advertising campaigns. The performers, contributors and participants in these events and activities waive all rights to such recordings, their display, distribution or publication by any means.

Such grant of rights by the performers, contributors and participants shall be permanent and irrevocable, without any geographic or time limits. Performers contributors and participants are not entitled to any payment, participation, contribution, fee or other compensation of any kind in relation to such grant of right and hereby waive all rights to claim any such compensation or consideration from Shakespeare Globe Centre New Zealand or any third parties authorised by us to use the recordings.

**Chair** Paul Foster-Bell

**Chief Executive, SGCNZ Trustee, Member Shakespeare's Globe Council, London** Dawn Sanders ONZM, QSM **M** 027 283 6016 **E** dawn@sgcnz.org.nz

**Board** Johan Barton | Aaron Hape | Neil Strom | Vivienne Thomson | Bronwyn Turei |

**Globe Associate** Stella Kanu | **Youth Associate** Darius Martin-Baker **Observer** Eli Hancock | Jacob Waugh | Leander Mason

**Patrons** Vice-Regal Patron Her Excellency The Right Honourable Dame Cindy Kiro, GNZM, QSO, Governor-General of New Zealand  
Sir Sam Neill KNZM, OBE, Robyn Malcolm MNZM

**Arts Administrator** Position available | **Financial Advisor** Jan Bergquist | **Accent on Shakespeare Editor** Leigh Bredenkamp



**SGCNZ**  
Shakespeare Globe Centre New Zealand

**Shakespeare Globe Centre  
New Zealand**

**Postal address:**

PO Box 17-215, Wellington 6147, NZ

**Physical address:**

Level 1, Toi Poneke: Wellington Arts Centre

65-69 Abel Smith Street, Wellington 6011, NZ

**M** +64 27 283 6016

**T** +64 4 384 1300

**sgcnz.org.nz** | **CC** 23945

*I/We give permission for media captured of my/our performance, contribution or general participation in SGCNZ's Events and Activities to be used as per above.*

**Event** \_\_\_\_\_

**No/Name of Perf** \_\_\_\_\_

**Group/School/Organisation Name** (if applicable) \_\_\_\_\_

\_\_\_\_\_  
**Full Name** **Signature**

\_\_\_\_\_  
**Mobile** **Email** **Date**

\_\_\_\_\_  
**Guardian's Name** (if appropriate) **Guardian's Signature**

\_\_\_\_\_  
**Mobile** **Email**

\_\_\_\_\_  
**Date**

*Please scan and return this page to: [dawn@sgcnz.org.nz](mailto:dawn@sgcnz.org.nz)*

Dec 2024

**Chair** Paul Foster-Bell

**Chief Executive, SGCNZ Trustee, Member Shakespeare's Globe Council, London** Dawn Sanders ONZM, QSM **M** 027 283 6016 **E** dawn@sgcnz.org.nz

**Board** Johan Barton | Aaron Hape | Neil Strom | Vivienne Thomson | Bronwyn Turei |

**Globe Associate** Stella Kanu | **Youth Associate** Darius Martin-Baker **Observer** Eli Hancock | Jacob Waugh | Leander Mason

**Patrons** Vice-Regal Patron Her Excellency The Right Honourable Dame Cindy Kiro, GNZM, QSO, Governor-General of New Zealand

Sir Sam Neill KNZM, OBE, Robyn Malcolm MNZM

**Arts Administrator** *Position available* | **Financial Advisor** Jan Bergquist | **Accent on Shakespeare Editor** Leigh Bredenkamp