



Christchurch Professional Dog Walkers Inc

Privacy Policy

Effective Date: 24/01/26

Organisation: Christchurch Professional Dog Walkers Inc ("CPDW Inc", "we", "our", "us")

Christchurch Professional Dog Walkers Inc is committed to protecting the privacy and personal information of its members, partners, stakeholders, and the public.

This Privacy Policy outlines how we collect, use, store, disclose, and protect personal information in accordance with the **Privacy Act 2020 (New Zealand)**.

1. What Personal Information We Collect

We may collect personal information including, but not limited to:

Members and Applicants

- Full name
- Contact details (email, phone number, address)
- Professional credentials and certifications
- Business information (if applicable)
- Membership category and status
- CPD records and professional development documentation
- Declarations (including conflicts of interest, fitness for membership)

Website and Communications

- Contact form submissions
- Subscription information
- Website analytics (non-identifiable where possible)

Stakeholders and Partners

- Business names and contact persons
- Correspondence and agreements
- Sponsorship and partnership records

We only collect personal information that is necessary for the lawful operation of CPDW Inc.

2. How We Collect Personal Information

We may collect personal information when you:

- Apply for or hold membership
- Submit forms via our website
- Contact us by email or social media
- Participate in CPDW Inc programmes, events, or consultations
- Engage with us as a partner, sponsor, or stakeholder

Where possible, personal information is collected directly from the individual concerned.

3. How We Use Personal Information

CPDW Inc may use personal information for the following purposes:

- Processing and administering membership
- Communicating with members and stakeholders
- Verifying qualifications and professional standards
- Managing CPD and compliance requirements
- Governance, legal, and regulatory obligations
- Advocacy, education, and professional representation
- Grant, funding, and reporting requirements
- Maintaining organisational records
- Improving services and professional standards

We will not use personal information for purposes unrelated to CPDW Inc's lawful functions without consent, unless required by law.

4. Disclosure of Personal Information

We may disclose personal information only when:

- Required by law (e.g. regulatory authorities, court orders)
- Necessary for CPDW Inc's legitimate operations
- You have provided consent
- To professional advisers (e.g. legal, accounting) under confidentiality
- To service providers acting on our behalf (e.g. website hosting, membership systems)

CPDW Inc does not sell or trade personal information.

5. Storage and Security of Information

CPDW Inc takes reasonable steps to ensure personal information is:

- Protected from loss, misuse, unauthorised access, modification, or disclosure
- Stored securely, whether electronically or in physical form
- Accessed only by authorised persons

We maintain internal controls and procedures consistent with the Privacy Act 2020.

6. Access and Correction

Under the Privacy Act 2020, individuals have the right to:

- Request access to their personal information
- Request correction of inaccurate or incomplete information

Requests can be made by contacting us using the details below.

We will respond within a reasonable timeframe in accordance with legal requirements.

7. Retention of Information

CPDW Inc retains personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, regulatory, and governance obligations.

When no longer required, information is securely destroyed or anonymised.

8. Cookies and Website Analytics

Our website may use cookies or similar technologies to:

- Improve website functionality
- Analyse traffic and engagement
- Enhance user experience

These do not generally identify individuals personally.

Users may disable cookies through their browser settings.

9. Complaints and Concerns

If you believe CPDW Inc has breached your privacy or mishandled your information, you may contact us directly.

If unresolved, you may also contact the Office of the Privacy Commissioner (NZ):

www.privacy.org.nz

10. Changes to This Policy

CPDW Inc may update this Privacy Policy from time to time.

Any changes will be published on our website and take effect upon posting.

11. Contact Us

For privacy enquiries, access requests, or corrections:

Christchurch Professional Dog Walkers Inc

 **Email:** info.cpdw@gmail.com

 **Website:** cpdwinc.com