

# NZ Lifestyle Camping Ltd.



## Privacy notice on the collection of information for the self-containment of motor vehicles.

*This notice details how personal information you provide to us in connection with your application for a self-contained vehicle certificate may be collected, used, disclosed and protected by NZ Lifestyle Camping Ltd., a Certification Authority. Personal information is information about an identifiable individual (a natural person), such as an individual's name and address.*

### Our functions as a Certification Authority

We are responsible for appointing motor vehicle inspectors, ensuring motor vehicle inspections comply with requirements, issuing Certificates, and entering information in the register of self-contained motor vehicles (the Register).

Our functions and obligations as a Certification Authority are set out in the Plumbers, Gasfitters, and Drainlayers Act 2006 (Act), Plumbers, Gasfitters, and Drainlayers (Self-Contained Vehicles) Regulations 2023 (Regulations), and Plumbers, Gasfitters, and Drainlayers Board (Motor Vehicle Inspections) Notice 2023 (Notice).

### Who we collect personal information from

We collect some personal information (Name, delivery address, email and phone contact) about applicants for self-containment certification, from the applicants or their service agent. We are not authorised to collect information about any individual from third parties unless authorised by that person or if the information is publicly available.

### Why do we collect, use and share your personal information?

We may collect other information from applicants in order to process an application for a self-containment certificate. We will only use your personal information to the extent necessary to carry out the functions under the Act, Regulations, and Notice, or if otherwise permitted under the Privacy Act 2020, or if required by law.

### How we use your information

In order that we can process and issue self-containment certification for vehicle we will:

- Retain copies self-containment inspection reports both digital and/or paper based
- Record the name and address of the owner of the vehicle
- The owners address, phone number and delivery email address
- the vehicle's registration plate details, or, if the vehicle does not have registration plates, details about the make and model of the vehicle
- changes in vehicle registration and ownership details as provide to us.

### Entering your personal information in the Register

If your vehicle is issued with a Certificate of self-containment, we will enter the following information in the Register:

- the name and address of the owner of the vehicle
- the vehicle's registration plate details, or, if the vehicle does not have registration plates, details about the make and model of the vehicle
- the name of your Certification Authority who issued the certificate
- the issue and expiry dates of the Certificate
- the maximum number of people for which the vehicle is certified for use as a self-contained motor vehicle
- the unique number shown on the Certificate and warrant card issued to the vehicle Your Certificate will also be saved in the Register.

*In addition to the information above, your Certificate will include a technical description of your vehicle's facilities. The Register may also contain details of the vehicle inspection and information recorded by an Enforcement Officer.*

### **Sharing of information**

Once entered in the Register, your personal information can be accessed by:

- NZ Lifestyle Camping Ltd., as the Certification Authority who issued your Certificate,
- the Plumbers, Gasfitters, and Drainlayers Board (Board). The Board is the regulator of the self-contained vehicle regime and administers the Register. The Board may access any of the information in the Register for the purpose of administering the Register including your name and address.
- Other Certification Authorities. They can access the information in your Certificate which includes your name but not your address.
- Enforcement officers who can similarly access information in your Certificate, including your name but not your address. The general public can access information on the Register for the purpose of finding out whether a vehicle holds, or has previously held, a Certificate and the expiry date of any current, expired or revoked Certificate. This does NOT include access to your name and address or any other personal information.
- We also share your name and contact details with motor vehicle inspectors, including their business or employer to facilitate the inspection of your vehicle and to confirm or correct details.
- Your information will only be shared for the legal purpose for which it is collected

### **Security**

Within NZ Lifestyle Camping's systems, we keep the personal information we hold on you safe. All personal information held is stored on a secure database, accessed only by our staff. The information we hold is protected with all reasonable technical and access controls.

The Plumbers, Gasfitters, and Drainlayers Board is responsible for the security of information in the national register. You may view the Board's privacy statement relating to the Register at [www.nzscv.co.nz](http://www.nzscv.co.nz).

### **Retaining Records**

We keep personal information only as long as is necessary for the purposes for which the information may lawfully be used. This will generally be for 5 years from the date of issue.

### **Your Rights**

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.

*If you'd like to have a copy of your information, or to have it corrected, please contact us via email at [admin@nzlifestylecamping.com](mailto:admin@nzlifestylecamping.com).*

You may also make a request to the Plumbers, Gasfitters and Drainlayers Board for the information it holds about you in the Register.

You may do this by contacting:

Privacy Officer Plumbers, Gasfitters, and Drainlayers Board  
PO Box 10655, The Terrace, Wellington 6143

This policy does not limit or exclude any of your rights under the Privacy Act 2020.

If you wish to seek further information on the Privacy Act 2020, see [www.privacy.org.nz](http://www.privacy.org.nz).