

Portal Privacy Statement

Introduction

Greater Wellington Regional Council (GWRC) provide this portal to enable the management of the Tertiary Concession Fare Scheme.

This privacy statement relates to information collected about users of this portal. Other privacy statements apply in relation to information collected about students for the Tertiary Concession Fare Scheme.

Information Collected from You

As part of your usage of this portal, GWRC will collect the following personal information from you:

- Email address
- Password
- Access code
- IP address of your device
- Details of the actions completed.

This information can be used as part of an investigation later if required.

Information Collected from Your Organisation

As part of the creation of your portal account, your organisation has provided GWRC with the following information regarding you:

- Email address
- Mobile number
- Allocated role in relation to the portal.

Your email address is used for us to communicate with you regarding changes to your account and actions pending your attention. Your mobile number is used to allow us to send you an access code by text message. Details of your allocated role are used to provide you the required access to the portal.

Your organisation may also choose to provide your name to allow them to easily find you within the concession system later if they need to make changes.

Access to Your Information

If you wish to receive a copy of your information, please [contact us](#).

Correction of Your Information

If you wish to correct your information, please contact your Portal Administrator. If you need assistance to locate the appropriate person, please [contact us](#).

Security

GWRC will keep the information you provide secure and protect it in accordance with good industry practice.

Information Sharing

Information you provide will be shared with:

- your organisation to enable them to audit your actions if required; and
- Snapper to enable them to provide the Tertiary Concession Fare Scheme.

We will not share the information you or your organisation provide with any other party unless required to do so for law enforcement purposes.

Retention of Your Information

We may keep the information we collect for up to a year.

Who you can contact for further information

If you have any queries, please contact Greater Wellington Regional Council's Privacy Officer by [email](#) or by writing to:

Privacy Officer
Greater Wellington Regional Council
PO Box 11-646
Wellington 6142