

Privacy Policy

14 September 2026

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1 Purpose of this document

- 1.1 The NZRAB is required by statute and by the nature of its work to hold information about individuals, both architects and non-architects.
- 1.2 This policy lays out the procedures and rules that shall apply to obtaining, retaining, and making available that information.

2 Policy Principles

- 2.1 The NZRAB is bound by the following in terms of obtaining, retaining, and making available information:
 - Registered Architects Act 2005 (the Act)
 - Registered Architects Rules 2006 (the Rules)
 - Official Information Act 1982
 - Privacy Act 2020
- 2.2 The NZRAB is committed to openness as a general principle but also accepts its responsibilities to protect private information where appropriate.
- 2.3 For this purpose, the NZRAB:
 - a) Keeps all personal information confidential, except where the law requires otherwise.
 - b) Does not divulge, sell, rent, or lease personal information to any other party.
 - c) Has security measures in place to prevent unauthorised access or distribution.
 - d) Uses personal information only for the purposes for which the information was gathered.
 - e) Respects the privacy principles in the Privacy Act.

3 Registered Architects Act 2005

- 3.1 The Act requires that the NZRAB make public specific information about Registered Architects via the New Zealand Architects Register (the Act, sections 21 and 22).
- 3.2 The Act requires that the NZRAB have rules in regard to the information that individual applicants for initial registration and continuing registration must provide about themselves (the Act, section 67(2)(c) & (e)).
- 3.3 The Act specifies required conduct from the Board members who have access to confidential information as a result of their Board activities (Schedule 17).
- 3.4 The NZRAB shall comply with these requirements.

4 Registered Architects Rules 2006

- 4.1 The Rules specify the information that applicants for initial registration must provide (Rules 8 and 9, and schedule 1), the information that architects must provide to demonstrate that they have met for the requirements of continuing registration (Rule 24), additional material required on the register (Rule 43) and how long registration information must be retained to allow for appeals (Rule 45).
- 4.2 The NZRAB shall comply with these requirements.

5 Official Information Act 1982

- 5.1 The Official Information Act 1982 applies to the NZRAB (the Act section 82(1)) and the NZRAB shall comply with its requirements.

6 Privacy Act 2020

- 6.1 When collecting or retaining information the NZRAB shall comply with the privacy principles stated in the Privacy Act 2020, section 22.
- 6.2 Each architect or other person is entitled to request and be provided with any information that the NZRAB holds about them, except as indicated in section 46 of the Privacy Act 2020, and to request corrections where appropriate.

7 Data Collection

- 7.1 What information is collected:

The information collected from individuals may include -

- Biographical details including name, former name, alias, gender, and date of birth.
- Contact details including personal and company address, telephone number, and email address.
- Details of tertiary qualifications
- Registration details for other jurisdictions
- Details about any convictions
- Details about any legal claims
- Referees' names and contact details

NZRAB may collect information about user activity on the NZRAB website. This can include access logs, session data, and any content created or uploaded.

- 7.2 How the information is collected:

Information will be collected from individuals when they interact with NZRAB. This includes pre-registering or applying for registration, submitting an architectural services concern or complaint, and applying to participate in the CPD programme.

7.3 Why the information is collected:

1) Disclosure about individual architects

The Act section 21 specifies the information that must be on the Register about each architect, including the architect's discretion as to whether personal contact details are to be made public (section 21(1)(b)). The NZRAB's initial registration application form shall include a section allowing architects to indicate their preference and this shall be confirmed every five years in their competence review assessment forms.

The Board shall make public the names of all architects who have been granted initial and continuing registration. However, it shall NOT make public the names of applicants who have been declined initial registration. Where an architect has been suspended as a result of a competence review, this fact shall be made public alongside the architect's name on the register, but not otherwise. The names of architects subject to disciplinary procedures shall NOT be made public unless and until a ground for discipline, as set out in section 25, has been found against those architects and final decisions have been made and implemented as to whether or not any penalties under section 26 are required, subject to the 20 working days delay required by Rule 78(2).

To accord with clause 16, Disciplinary Hearings, meetings of Investigating Committees and Panel and Board meetings are NOT open to the public unless a decision is made otherwise.

The only information that the NZRAB shall provide to the public about individual architects shall be the information already available on the on-line New Zealand Architects Register (i.e. the NZRAB website).

No person shall access information about an individual architect or registration applicant except for a proper purpose.

2) NZRAB information held for administering CPD

The information provided by architects to the NZRAB about their CPD participation remains the property of the NZRAB and is subject at all times to this policy.

8 Third-Party Service Providers and Offshore Data Hosting

We may disclose personal information to third-party service providers that assist us to perform our regulatory functions and deliver our services. These service providers may include payment processors, cloud hosting providers, information technology and support providers, website analytics providers, and courier or delivery services. Third parties are only authorised to use personal information for the purposes for which it is provided and must comply with appropriate confidentiality, privacy, and security obligations.

Some of our service providers, including cloud-based platform providers, may store or process personal information outside New Zealand. Where personal information is disclosed to, accessed by, or stored with an overseas recipient, we will comply with Information Privacy Principle 12 of the Privacy Act 2020. This means we will only disclose personal information overseas where we reasonably believe the recipient is subject to privacy safeguards that, overall, provide comparable protections to those in the Privacy Act 2020, or where another condition permitted by the Act applies. We take reasonable steps to ensure that personal information held by overseas service providers is protected through contractual arrangements, security controls, and due diligence processes. We do not sell personal information to third parties and only disclose information where it is authorised or required by law, or necessary to carry out our statutory functions and services.

9 Privacy Officer

- 9.1 The Executive Officer - Operations shall be the NZRAB's Privacy Officer and shall be responsible for the implementation of this policy.

10 Privacy breaches

- 10.1 If a member of the public believes that the NZRAB has breached his or her privacy that person shall be entitled to complain to the NZRAB's Privacy Officer. Any such complaint shall be investigated in terms of the NZRAB's obligations and commitments under this policy.
- 10.2 A notifiable privacy breach will be notified to the Privacy Commissioner and affected individuals in accordance with the Privacy Act 2020, sections 114 to 117.

11 Review

- 11.1 Annually an external review shall be conducted to assess and ensure that confidential information held by the NZRAB is secure.

12 Contact Information

Questions, concerns, and requests for information may be directed to:

The Privacy Officer

New Zealand Registered Architects Board

PO Box 11106

Manners Street

Wellington 6142

Email: info@nzrab.org.nz

Phone: +64 4 471 1336

Document control

Publication Date [day month year]

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Review Period Annually

Policy version	Date	Author	Approved By	Summary of changes
V1.0	09/09/2026	Executive Officer - Operations		Revised policy to ensure compliance with current legislation. Additional sections for data collection, and third party providers and offshore data hosting.