



THE NEW ZEALAND
SOCIETY OF AUTHORS
(PEN NEW ZEALAND INC) | TE PUNI KAITIHI O AOTEAROA

The New Zealand Society of Authors (PEN NZ Inc.)

Membership Terms and Conditions

Term

Membership runs for a full calendar year from receipt of subscription. For monthly payments, membership runs from receipt of the first instalment.

Correspondence

Your membership automatically entitles you to receive newsletters and correspondence from National Office and your local Branch of the New Zealand Society of Authors (PEN NZ Inc) (NZSA). By joining NZSA you agree to receive

- A fortnightly electronic newsletter
- A monthly electronic New Books List
- A quarterly publication – *NZ Author*
- Time sensitive notices
- Regular email and correspondence from your local branch

If you do not wish to receive these you can opt out by unsubscribing at the bottom of the email. Unsubscribing from the National Office communications means you unsubscribe from the first four above bullet points.

Protocol

As a voluntary organisation serving the needs of its membership and writers throughout New Zealand, the NZSA encourages networking between its members and full, open, communication between its governing board (the National Council) and the membership. Membership of NZSA also implies a duty of care to safeguard the confidentiality of information which comes into their possession, and the disclosure of which would compromise the privacy of members or reveal sensitive information to outsiders. This includes in particular the personal and/or financial details of any member made available in good faith for bona fide purposes.

Members of NZSA also accept that they cannot make public statements purporting to be on its behalf without first clearing these with the National Office and following authorisation to do so from the CEO. Statements will usually be made through the President of NZSA unless there are particular reasons for a statement being made by some other person and that person is also authorised to speak on behalf of the National Council.

Promotion

Members are permitted to use the Member's Logo on their website or promotional information. This is available to download through your Member's Log-in on the website.

Members are not allowed to download and use the official New Zealand Society of Authors' logo (above) without permission from the National Office.

Website Log-in

Access to your data is by way of username (your email address) and password.

For tips about logging in see the [how to guide for members](#).

Please ensure your username and password are secure and confidential - it is your responsibility to keep your username and password safe and secure. Tell us straight away if you think or know someone else has used your password or there has been any other security breach as you are responsible for anything done using your username and password.

Your use of authors.org.nz constitutes your acceptance and indicates your willingness to be bound by the terms and conditions set out herein.

Website Profile

Members are encouraged to create an on-line writer profile on our website and to manage their personal details and level of exposure.

NZSA does not endorse and has no control over User Generated Content submitted by you or others and accepts no responsibility whatsoever in connection with or arising therefrom. User Generated Content submitted through our website is not necessarily reviewed by NZSA or its employees prior to posting and does not necessarily reflect the opinions or policies of the NZSA. NZSA assumes no responsibility for User Generated Content, no obligation to modify or remove any inappropriate or inaccurate User Generated Content, and no responsibility for the conduct of the user submitting any User Generated Content. NZSA makes no warranties, express or implied, as to the suitability, accuracy or reliability of any Content and other materials on the Website.

By uploading your profile on our website you undertake that:

- you own, or warrant that you are authorised to use, any intellectual property in any data you store on, use, download, upload or otherwise transmit to or from authors.org.nz;
- you will not do anything that would damage, disrupt or place an unreasonable burden on authors.org.nz or services or anyone else's use of authors.org.nz or services;
- you will not infringe anyone else's intellectual property (including but not limited to copyright) or other rights in any material;
- you will not store, use, download, upload or otherwise transmit, data in violation of any law.

We reserve the right to remove data alleged to be infringing without prior notice, at our sole discretion, and without liability to you.

Certain portions of author.org.nz may offer you the ability to send (by e-mail or otherwise) messages directly to our National Office, staff, fellow members of NZSA or other third parties. We shall have no liability for any delay, loss or damage that may result from your use of e-mail tools or from interception or unauthorized use by third parties of any information you send through our systems. You are solely

responsible for your interactions with other users on and through authors.org.nz. We reserve the right, but have no obligation, to monitor disputes between you and other users.

By using authors.org.nz facilities you undertake that you will not:

- send unwelcome communications of any kind (including but not limited to unlawful unsolicited commercial communications) to any member of NZSA (e.g. spam or chain letters);
- abuse, defame, threaten, stalk or harass any member or employee of NZSA;
- store, use, download, upload or otherwise transmit, unsuitable, offensive, obscene or discriminatory information of any kind;
- run any network scanning software, spiders, spyware, robots, open relay software or similar software;
- upload anything or otherwise introduce any spyware, viruses, worms, trojan horses, time bombs or bots or any other damaging items which could interfere with our, or anyone else's, network or computer system;
- attempt to gain unauthorised access to any services other than those to which you have been given express permission to access; or
- try to trick or defraud anyone for any reason (e.g. by claiming to be someone you are not).

We can immediately suspend or terminate your access to authors.org.nz and our services without notice to you if you breach any of these terms or any other agreement you have with NZSA.

Changes to your profile may be monitored by our Operations Manager.

Details of how to manage your Writer Profile are available on the [how to guide for members](#). Any queries contact office@nzauthors.org.nz

Privacy

Our Privacy Policy is attached and is also available at authors.org.nz.

Cancellations

There is a 4 week option of cancellation from payment date – refunds due will incur a 20% administration fee. No refunds will be available after this 4 week trial period.

Programmes

If you join NZSA to take advantage of our member only programmes and services, a minimum one year's non-refundable membership subscription must be paid before applying.

Contract Advice

Our contracts consultancy service can be used only after a minimum of 3 months of membership.



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The New Zealand Society of Authors (PEN NZ Inc.) Privacy Policy

The New Zealand Society of Authors (PEN NZ Inc.) is a membership organisation serving the writing and literary communities of New Zealand.

We deliver professional development programme, information, services and opportunities to our members. In order to achieve this, it is necessary for us to collect certain personal information.

Your information will be collected and stored in your writer profile on our website, in our database at National Office and in our financial accounting held in the Cloud.

Website Profile

Your members profile is password protected. By using your membership log-in and password, you can change and update your personal information at any time. You will not be allowed to delete certain information which is mandatory for us to fulfill our purpose and best serve you as our member. National Office is notified of any changes you make and we update our records to ensure that we maintain up-to-date and accurate information systems.

When you become a member of the NZ Society of Authors, your name will be searchable on our website. Your membership gives you the opportunity to create and maintain your own writer's profile page on our website. You have control over the information that you display in your writer's profile and can add images of yourself and your books.

National Office Staff have access to all members' profiles through a secure password.

Branch Communications Officer

Your local Branch Communications Officer has access to a full list of current members for their Branch – this will include your contact information. The Communications Officer can pass this information on to the Branch Committee (Chair, Secretary, Membership Secretary and Treasurer) but they are not allowed to use, forward or provide that information to any other person or for any purpose other than the provision of services to you as our member without your written permission.

Accounting package

Our accounting system is kept in the Cloud and is password protected. This is updated from the website for invoicing purposes.

National Office Staff

Staff members are not permitted to forward or provide your personal information to any third party without your written permission.

Staff members are not permitted to give your profile log-in details over the phone without confirming your identity – this will be done by asking the security question that is in your profile.

Emails from National Office

When you join NZSA your email address will automatically be included in our mailing lists for the enews Literary Bulletin, *NZ Author*, time sensitive notifications and the New Books list.

If you prefer not to receive these emails, you can opt out by using the unsubscribe feature at the bottom of emails from NZSA. If you unsubscribe from one, you unsubscribe all National Office communications via email.

Branch News and Information

Your email address will also be used by National Office and your local Branch Committee to communicate news and events within your region.

If you wish not to receive such notices, you will need to let your Branch Secretary know.