

Sharing NZW member data and information with Regional Associations

NZW can provide regional associations with information from NZW's database about NZW member organisations and key contacts in their region.

NZW also holds information about regional associations, their staff and volunteer contacts.

Key staff within regional associations can access information from the NZW system directly via:

1. A dedicated **SharePoint site** for Regional Associations; and
2. The Regional Association view in the **NZW Portal**.

Regional Association SharePoint Site

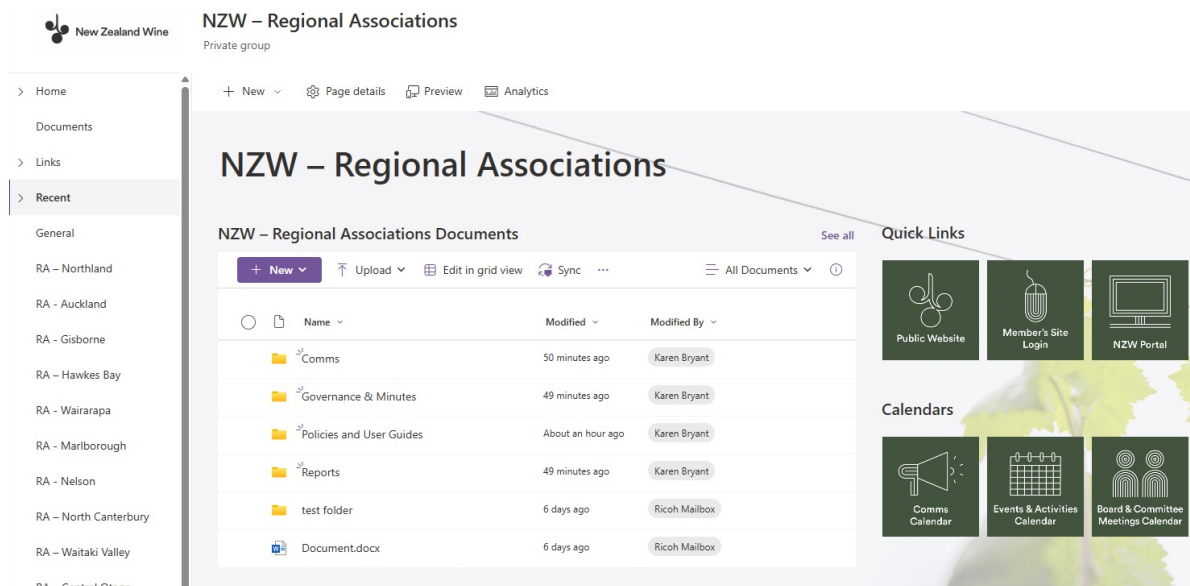
NZW has set up a dedicated [SharePoint Site](#) for Regional Association personnel. The SharePoint site includes Quick Links to information on the Member website, policies and user guides, Regional Membership Meeting Agendas and Minutes, Calendars etc. A screenshot of the site is set out below.

It also includes document folders that nominated personnel from each region can access, as well as specific restricted regional folders. The restricted folders hold information about NZW members in that specific region.

Authorised personnel from each regional association will be able to access and download information about NZW members in their regions from their regions folder in SharePoint. Including:

- Organisations: Name of Parent and child organisation, Postal and Physical Address, GIS coordinates of vineyards, type of organisation and NZW membership;
- Contacts: Name, Postal Address, email, phone numbers, Position and NZW Roles (e.g. voting, HO, Brand, Marketing, Property Manager, Legal Owner, Lessee etc).

This information can be used to assist regional associations to contact NZW members in your region to offer support and provide information. It can also be used to assist to create and maintain your own regional membership database and obtain consent. The information will be periodically updated by NZW.



The screenshot displays the 'NZW - Regional Associations' SharePoint site. The left-hand navigation pane lists various regional associations (RA) including Northland, Auckland, Gisborne, Hawkes Bay, Wairarapa, Marlborough, Nelson, North Canterbury, Waitaki Valley, and Central Otago. The main content area is titled 'NZW - Regional Associations' and shows a list of documents under the heading 'NZW - Regional Associations Documents'. The document list includes folders for 'Comms', 'Governance & Minutes', 'Policies and User Guides', and 'Reports', as well as a 'test folder' and a 'Document.docx' file. The 'Quick Links' section on the right provides access to the 'Public Website', 'Member's Site Login', and 'NZW Portal'. Below this, the 'Calendars' section lists the 'Comms Calendar', 'Events & Activities Calendar', and 'Board & Committee Meetings Calendar'.

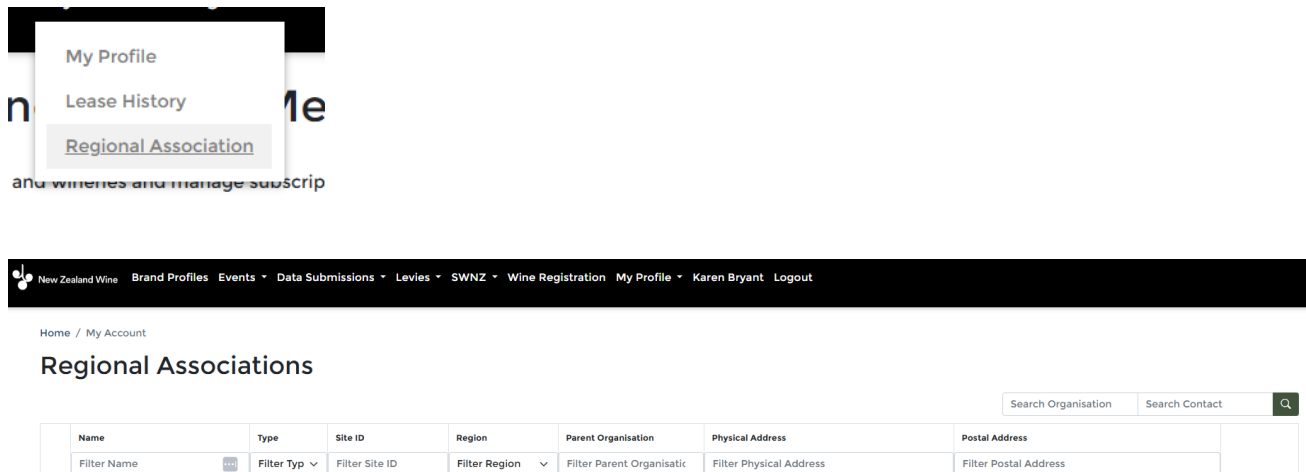
Name	Modified	Modified By
Comms	50 minutes ago	Karen Bryant
Governance & Minutes	49 minutes ago	Karen Bryant
Policies and User Guides	About an hour ago	Karen Bryant
Reports	49 minutes ago	Karen Bryant
test folder	6 days ago	Ricoh Mailbox
Document.docx	6 days ago	Ricoh Mailbox

NZW Portal

NZW can set up regional association staff so they can view organisations and key contacts relevant to their region in the Portal.

The Portal view is view only and there is no ability to download or export the information. This is a necessary security measure to ensure that NZW's database is not erroneously amended. However, as noted, this information can be downloaded from SharePoint.

Below is an example screenshot of the NZW Portal view.



The screenshot shows the NZW Portal interface. At the top, a navigation bar includes links for New Zealand Wine, Brand Profiles, Events, Data Submissions, Levies, SWNZ, Wine Registration, My Profile, Karen Bryant, and Logout. Below this, a dropdown menu is open, showing options: My Profile, Lease History, and Regional Association (which is highlighted). The main content area is titled 'Regional Associations' and features a search bar with 'Search Organisation' and 'Search Contact' fields, and a magnifying glass icon. Below the search bar is a table with the following columns: Name, Type, Site ID, Region, Parent Organisation, Physical Address, and Postal Address. Each column has a corresponding filter field below it: Filter Name, Filter Type (with a dropdown arrow), Filter Site ID, Filter Region (with a dropdown arrow), Filter Parent Organisatic, Filter Physical Address, and Filter Postal Address.

Remember: any information provided to you must be treated in accordance with the Privacy Act 2020 the requirements of your Regional National Relationship Agreement.

Please contact karen@nzwine.com who can provide access to the SharePoint site and provide NZW Portal Regional Association access if you do not already have it.

If you have any questions about your obligations relating to the use of the information received please contact anna.cameron@nzwine.com.