

POLICY 4

Name of organisation:

Privacy Policy

Commitment to Te Tiriti o Waitangi

(insert name of organisation) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

(insert name of organisation) is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Values

(insert name of organisation) knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately.

Purpose

This policy aims to help people involved in

(insert name of organisation) understand how their personal information may be used and stored by

(insert name of organisation).

Application

This policy applies to all people providing personal information to

(insert name of organisation). Personal information means information about a person.

Collection, use and storage of personal information

Collecting personal information

When you become a member of, or participate in

(insert name of organisation) activities,

(insert name of organisation) will need to collect some personal information from you (or family/whānau of children). It may also collect other information needed to perform its functions, or where required by law.

Personal information may include your contact details and any other personal information that you provide. For participants, this may also include performance results and health/medical information.

(insert name of organisation) may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which

(insert name of organisation) belongs, and other organisations which are affiliated to it, for example the New Zealand Olympic Committee, Paralympics New Zealand and Drug Free Sport New Zealand.

Using personal information

(insert name of organisation) will never sell your personal information.

Employees of

(insert name of organisation) may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary.

Agents and subcontractors of

(insert name of organisation) may have access to personal information needed to do their work but may not use it for any other purposes.

(insert name of organisation) may be required to share your personal information with the regional organisations and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, Drug Free Sport NZ, Sport New Zealand, High Performance Sport New Zealand, the NZ Olympic Committee and Paralympics New Zealand.

Your personal information may be used:

- for

(insert name of organisation) activities and operations
- to consider an employment or volunteer application
- to amend records to remove or update personal information
- for other everyday business purposes that involve use of personal information
- to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

Storing and disclosing personal information

(insert name of organisation) will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information.

(insert name of organisation) will keep all physical documents secure, both inside and outside its premises.

(insert name of organisation) will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices.

(insert name of organisation) may use cloud computing. Where used,

(insert name of organisation) will ensure that cloud computing solutions meet good practice security requirements.

Requests for personal information

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020. If you want to access or correct your personal information (or your children's), please contact the

(insert name of organisation) Privacy Officer.

(insert name of organisation) will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about

(insert name of organisation)'s compliance with the Privacy Act should be referred to the

(insert name of organisation) Privacy Officer.

Breach

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020.

Reporting a Breach

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the **Complaints Policy and Procedure**.

APPENDIX 4

Name of organisation:

Suggested Statement for Display on Website

The Privacy Act is all about transparency, being upfront and informing people what you may do with their information. It assists with the sharing information, rather than being a barrier to sharing information.

Below is a suggested statement for you to display on your website, in your club room or put into your registration information. It ensures parents, caregivers and whānau know what steps you will take to protect children and young people in your care.

_____ (insert name of organisation) is committed to keeping children and young people healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information will protect or improve the safety, health or wellbeing of a child.

Our agency by law can always share information with Oranga Tamariki and the Police. Further information can be found in our Child Protection Policy on our website:

_____ (insert website name)



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New Zealand Government

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