

## POLICY 4



# Privacy Policy

## Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

## Values

Ice Speed Skating New Zealand 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 Ice Speed Skating New Zealand understand how their personal information may be used and stored by Ice Speed Skating New Zealand.

## Application

This policy applies to all people providing personal information to Ice Speed Skating New Zealand. Personal information means information about an identifiable individual person.

## Collection, use, and storage of personal information

### Collecting personal information

When you become a member of, or participate in Ice Speed Skating New Zealand activities, Ice Speed Skating New Zealand 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 skaters, this may also include performance results and health/medical information. Ice Speed Skating New Zealand may collect this information directly from you with your permission, your club, and/or another organisation to which Ice Speed Skating New Zealand is affiliated to, for example the New Zealand Olympic Committee, Paralympics New Zealand, and Drug Free Sport New Zealand.

### Using personal information

Ice Speed Skating New Zealand will never sell your personal information. Employees of Ice Speed Skating New Zealand may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary for their work role. Agents and subcontractors of Ice Speed Skating New Zealand may have access to personal information needed to do their work but may not use it for any other purposes.

Ice Speed Skating New Zealand may be required to share your personal information with clubs and/or other organisations which it is affiliated, such as Drug Free Sport New Zealand, Sport New Zealand, High Performance Sport New Zealand, the New Zealand Olympic Committee and Paralympics New Zealand.

Your personal information may be used:

for Ice Speed Skating New Zealand 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**

Ice Speed Skating New Zealand 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.

Ice Speed Skating New Zealand will keep all physical documents secure, both inside and outside its premises.

Ice Speed Skating New Zealand 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.

Ice Speed Skating New Zealand may use cloud computing. Where used, Ice Speed Skating New Zealand 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 Ice Speed Skating New Zealand General Secretary ([generalsecretary@icespeedskating.org.nz](mailto:generalsecretary@icespeedskating.org.nz)).

Ice Speed Skating New Zealand will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about Ice Speed Skating New Zealand's compliance with the Privacy Act should be referred to the General Secretary of Ice Speed Skating New Zealand at [generalsecretary@icespeedskating.org.nz](mailto:generalsecretary@icespeedskating.org.nz)

## **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.