



Squash New Zealand Poipātū Aotearoa Privacy Policy

PURPOSE

(1) Squash New Zealand Poipātū Aotearoa (“SNZ”) knows you care about how your personal information is used and shared. It is committed to ensuring your privacy is protected and your personal information is only used appropriately by complying with its obligations under the Privacy Act 2020.

(2) This policy aims to help people involved in SNZ understand how their personal information may be collected, used, stored, and disclosed by SNZ.

APPLICATION

(1) This policy applies to all people providing personal information to SNZ.

(2) Personal information means information about an identifiable person.

COLLECTION, USE, STORAGE AND DISCLOSURE OF PERSONAL INFORMATION

(1) Collecting personal information

(a) When you become a member of, or participate in SNZ activities, SNZ 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.

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

(c) SNZ may collect this information directly from you with your permission, or from district squash organisations and/or squash affiliates who are members of SNZ or organisations to which SNZ belongs, other organisations for example the New Zealand Olympic Committee, Drug Free Sport New Zealand, Oceania Squash, and the World Squash Federation.

(d) Where you provide your information to a third-party service provider in connection with a service which has been arranged or facilitated by SNZ, that third party will process your personal information in accordance with their privacy policy and may provide your personal information to SNZ. Before engaging a third-party service provider outside of New Zealand, SNZ shall ensure that the privacy policies of the third party provider offer similar or greater protections than those afforded by the Privacy Act 2020.

(2) Using personal information

(a) SNZ collects personal information for the purpose of performing its role as the National Sports Organisation for the sport of squash in New Zealand.

(b) SNZ will never sell your personal information.

(c) Employees of SNZ may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary and they are bound by obligations of confidentiality.

(d) Agents and subcontractors of SNZ may have access to personal information needed to do their work but may not use it for any other purposes. They are bound by obligations of confidentiality.

(e) Your personal information may be used:

(i) As part of SNZ's role to administer the sport of squash in New Zealand.

(ii) To provide you with a squash ranking

(iii) For SNZ activities and operations.

(iv) to consider an employment or volunteer application

(v) to amend records to remove or update personal information.

(vi) for other everyday business purposes that involve use of personal information

(vii) to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

(3) Storing and disclosing personal information

(a) SNZ will maintain all reasonable protections against the loss, misuse, or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorized use or access to that information.

(b) SNZ will keep all physical documents secure, both inside and outside its premises

(c) SNZ will keep electronic personal information secure by making sure its data storage is protected from unauthorised access, maintaining regular back up and applying good security practices.

(d) SNZ may use cloud computing. Where used, SNZ will ensure that cloud computing solutions meet good practice security requirements.

(e) SNZ may share your personal information with the community, regional and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, for example the New Zealand Olympic Committee, Drug Free Sport New Zealand, Oceania Squash, and the World Squash Federation.

(f) Where you are assigned a unique identifier, SNZ shall ensure that no other person has the same unique identifier.

(4) Requests for personal information

(a) 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 SNZ Privacy Officer at admin@squashnz.co.nz

(b) SNZ will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

(c) Any questions about SNZ's compliance with the Privacy Act should be referred to the SNZ Privacy Officer.

(5) Deletion of personal information

(a) SNZ will not keep your personal information for longer than is required.

(b) Unless there are genuine reasons for retaining your personal information for a longer period, personal information will be deleted when you cease to be a member of SNZ and cease using the services provided by SNZ.

Breach

BREACH

(1) Breaches of this policy include breaches of any of the Information Privacy Principles under the Privacy Act 2020

(2) Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure or may lay a complaint with the Office of the Privacy Commissioner. Information about laying a complaint, or about the rights available to you under the Privacy Act, can be found at www.privacy.org.nz