



## **Ōtautahi Speed Skating Club Privacy Policy**

### ***Commitment to Te Tiriti O Waitangi***

*Ōtautahi Speed Skating Club (ŌSSC or Club) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. ŌSSC is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.*

### **Privacy Policy**

ŌSSC is committed to ensuring your privacy is protected and your information is only used appropriately.

ŌSSC 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: [www.osscc.nz](http://www.osscc.nz)

### **Purpose**

This policy aims to help people involved in ŌSSC understand how their personal information may be used and stored by ŌSSC.

### **Application**

This policy applies to all people providing personal information to ŌSSC. Personal information means information about a person.

### **Collection, use and storage of personal information**

When you become a member of, or participate in ŌSSC activities, ŌSSC 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. ŌSSC may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which ŌSSC belongs, and other organisations which are affiliated to it.

## **Using personal information**

ŌSSC will never sell your personal information. Committee members of ŌSSC 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 ŌSSC may have access to personal information needed to do their work but may not use it for any other purposes. ŌSSC 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. Your personal information may be used:

- for ŌSSC activities and operations
- to consider a 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**

ŌSSC 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. ŌSSC will keep all physical documents secure, both inside and outside its premises. ŌSSC 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. ŌSSC may use cloud computing. Where used, ŌSSC 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 Privacy Officer. ŌSSC will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about ŌSSC's compliance with the Privacy Act should be referred to the Privacy Officer.