



# PRIVACY POLICY

## SCOPE

This policy is for the collection, use and disclosure of personal information.

Version 1, February 2021

## PRIVACY POLICY

### Commitment to Te Tiriti o Waitangi

Karapiro Rowing Inc (KRI) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. Karapiro Rowing Inc. is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

### Values

KRI 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 KRI understand how their personal information may be used and stored by KRI.

### Application

This policy applies to all people providing personal information to KRI. 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 KRI activities, KRI 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. KRI may collect this information directly and/or through approved service providers, or from the regional associations and/or Rowing NZ to which KRI 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

KRI will never sell your personal information. Employees of KRI 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 KRI may have access to personal information needed to do their work but may not use it for any other purposes. KRI 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 KRI 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

KRI 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. KRI will keep all physical documents secure, both inside and outside its premises. KRI 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. KRI may use cloud computing. Where used, KRI 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 1993 (or the Privacy Act 2020 when it comes into force). If you want to access or correct your personal information (or your children’s), please contact the KRI Privacy Officer. KRI will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about KRI’s compliance with the Privacy Act should be referred to the KRI Privacy Officer.

## Breach

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 1993 (or the Privacy Act 2020 when it comes into force).

## 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.

## Maintenance of this Policy

This Policy will be reviewed and amended if necessary, at least every three years. The KRI Board may amend this Policy at any time that they see fit.

This Code is due for review in September 2021 or earlier as required.

