



## **Privacy Policy**

**February 2025**

This Policy replaces any previous Privacy Policies of Gymnastics New Zealand. It should be read alongside the Safeguarding Information Sharing and Confidentiality Policy.

## **Background**

1. Gymnastics New Zealand collects personal information about member organisations, and the individuals within them. This may include information about individuals', or their children's:
  - (a) Biographical information such as name, age, gender, and ethnicity.
  - (b) Contact information such as address, phone number, email address.
  - (c) Billing information.
2. Gymnastics New Zealand collects this information to keep up to date records about member organisations, and our gymnastics community. Gymnastics New Zealand is committed to ensuring individuals; privacy is protected, and their information is only used appropriately.

## **Purpose**

3. This policy aims to help people involved in Gymnastics New Zealand understand how their, or their children's, personal information may be used and stored by Gymnastics New Zealand.
4. Gymnastics New Zealand has a separate information sharing and confidentiality policy for the protection and safety of children and young people.

## **Application**

5. This policy applies to all people providing personal information to Gymnastics New Zealand. Personal information means information about a person.
6. Membership organisations affiliated with Gymnastics New Zealand are expected to have and adhere to their own privacy policy.

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

### *Collecting personal information*

7. When you become a member of, or participate in Gymnastics New Zealand activities, Gymnastics New Zealand will need to collect some personal information from you (or family/whanau of children). It may also collect other information needed to perform its functions, or where required by law.
8. 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. Gymnastics New Zealand may collect this information from you with your permission, or from an organisation which is a member of Gymnastics New Zealand, and other organisations which are affiliated to it and its purposes, for example the New Zealand Olympic Committee, Paralympics New Zealand and Drug Free Sport New Zealand.

### *Using personal information*

9. Gymnastics New Zealand will never sell your personal information.
10. Employees of Gymnastics New Zealand may have access to your personal information to do their work. Their access to your personal information is limited to what is reasonably necessary.
11. Agents and subcontractors of Gymnastics New Zealand may have access to personal information needed to do their work but may not use it for any other purposes.
12. Gymnastics New Zealand may be required to share your personal information with 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 Committee.
13. Your personal information may be used:
  - (a) For Gymnastics New Zealand activities and operations.
  - (b) To consider an employment or volunteer application.
  - (c) To amend records or remove or update personal information.
  - (d) For other everyday business purposes that involve use of personal information.
  - (e) To comply with the law; or protect our rights, property, or safety, or that of our members, or others.

### *Storing and disclosing personal information*

14. Gymnastics 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.
15. Gymnastics New Zealand will keep all physical documents secure, both inside and outside its premises.
16. Gymnastics 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.
17. Gymnastics New Zealand may use cloud computing. Where used, Gymnastics New Zealand will ensure that cloud computing solutions meet good practice security requirements.

### *Requests for personal information*

18. 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 Gymnastics New Zealand Privacy officer.

19. Gymnastics New Zealand will not disclose information about children to family/whanau unless there is a clear legal right to access that information.
20. Any questions about Gymnastic New Zealand's compliance with the Privacy Act should be referred to the Gymnastics New Zealand Privacy Officer.

#### **Breach**

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

#### **Reporting a Breach**

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