



Waikato Water Polo Club

P016 - Privacy Policy

Document Status	Released by	Sign
Draft for review		

Commitment to Te Tiriti o Waitangi

Waikato Water Polo Club Inc. recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. Waikato Water Polo Club Inc is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Terms

“Member” shall include any member as defined by the Waikato Water Polo Club Inc Constitution

“Administrator” shall include any person who is in an elected or appointed administrative capacity, whether paid or a volunteer.

“Friend of the committee” shall include any person so determined by the club committee.

“Officer” includes all persons who volunteered to be on the club committee.

“Elected Officer” includes the three roles which are elected at the Annual General Meeting: **Chairperson, Treasurer, and Club Secretary.**

“WWP” means Waikato Water Polo Club Inc

Constitution statement

Nothing in this document should be in contravention of the Waikato Water Polo Club Inc Club Constitution, however when a conflict of instructions arises, the constitution shall be followed over this document.



Values

Waikato Water Polo 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 Waikato Water Polo understand how their personal information may be used and stored by Waikato Water Polo.

Application

This policy applies to all people providing personal information to Waikato Water Polo. 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 Waikato Water Polo activities, Waikato Water Polo 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. Waikato Water Polo may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which Waikato Water Polo belongs, 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

Waikato Water Polo will never sell your personal information.

Employees of Waikato Water Polo 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 Waikato Water Polo may have access to personal information needed to do their work but may not use it for any other purposes.



Waikato Water Polo may be required to 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 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 (insert name of organisation) 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

Waikato Water Polo 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.

Waikato Water Polo will keep all physical documents secure, both inside and outside its premises.

Waikato Water Polo 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.

Waikato Water Polo may use cloud computing. Where used, Waikato Water Polo 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 Waikato Water Polo Privacy Officer.

Waikato Water Polo will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about Waikato Water Polo's compliance with the Privacy Act should be referred to the Waikato Water Polo Privacy Officer.



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.

Change Log		
Date	Changes made	By
17/04/25	Initial Draft	Dayne Hawkes