



## PRIVACY POLICY

### 1. Application:

This policy applies to all Club members, coaches, employees, officials, referees, Board members and all people working on behalf of the Club.

### 2. Purpose:

The purpose of this policy is to ensure that personal information about Club members is collected and maintained in accordance with the provisions of the Privacy Act 1993.

### 3. Background/introduction:

#### 3.1. The Club has adopted this policy and associated procedures to:

- Comply with the requirements of the Privacy Act 1993 and the Incorporated Societies Act 1908;
- Enable effective communication with members;
- Comply with the requirements of Mainland Football, New Zealand Football and FIFA.

#### 3.2. The principles applying to this policy are:

- Personal Information is accurate, up to date, complete and relevant;
- Personal Information is kept securely;
- Personal Information is only used for the purpose for which it was collected;
- Personal Information is only distributed to team members, the Club, Mainland Football and New Zealand Football for the purposes of communicating with members and ensuring that player eligibility and other New Zealand Football requirements are met.

### 4. Policy:

#### 4.1. Collection of information

- Personal Information will be collected by members enrolling in the Player Registration Database or Club Database.
- Members will be required to update Personal Information on an annual basis when registering in the Player Registration Database or the Club Database.

#### 4.2. Access to Personal Information

- On request, the Club will provide members with details of Personal Information held by the Club.
- Access to personal information in the Player Registration Database and Club Database will be limited to Authorised Persons and Authorised Persons will be required to confirm that they will abide by the Club's Privacy Policy prior to obtaining access.

#### 4.3. Use of Personal Information

- Members will be given the opportunity to choose whether to receive information from third parties by "opting out" of receiving such information.

#### 4.4. Security and storage of information

- Any Personal Information stored on Club computers will be deleted before any computer is sold or disposed of.

#### 4.5. Police Vetting Process



- To comply with the Club's Child Safety Policy, from time to time, the Privacy Officer will be required to submit requests for police checks through the Police Vetting Process. Any Police Vetting Information obtained through this process will be treated with confidentiality and discretion and will only be disclosed to the extent required to ensure the appropriate selection of coaches and/or managers.

## **5. Definitions:**

### **5.1. The following definitions apply to this policy:**

- 5.1.1. "Authorised person" means a Club member or employee who has been authorised by the Board to access a Player Registration Database or a Club Database and who has been given a username and password to access the Player Registration Database or Club Database.
- 5.1.2. "Board" means the Club's Board elected in accordance with the Club's constitution.
- 5.1.3. "Club" means Cashmere Technical Football Club.
- 5.1.4. "Club Database" means any online registration system used by the Club to register players for activities such as player academies, holiday programmes, or other Club activities.
- 5.1.5. "Player Registration Database" means Comet or any other online database used by New Zealand Football to register players.
- 5.1.6. "Personal Information" includes members' name, date of birth, gender, address and contact details, school and nationality and any other information required to be obtained by New Zealand Football.
- 5.1.7. "Police Vetting Process" means the process of requesting a Police vetting check.
- 5.1.8. "Police Vetting Information" means any information obtained about an employee, member, coach or manager obtained through the Police Vetting Process.
- 5.1.9. "Privacy Officer" means the person appointed by the Board to undertake the Police Vetting Process and to oversee the Club's Privacy Policy.
- 5.1.10. "Third parties" means any party other than the Club, Mainland Football and New Zealand Football.

## **6. Key relevant documents:**

- 6.1. Child Safety Policy
- 6.2. Online Safety Policy
- 6.3. Travelling Teams Policy
- 6.4. Police Vetting Procedure