



PRIVACY POLICY

POLICE VETTING PROCEDURE

1. Introduction

- 1.1. All coaches and managers of Club junior teams travelling overnight are required to undergo Police vetting under the Club's Child Safety Policy.
- 1.2. This vetting is valid for a period of three consecutive years. At the start of the fourth year, individuals must re-submit to the vetting process.

2. Police Vetting Request and Consent form

- 2.1. All individuals who are required to submit to Police vetting will need to complete a Police Vetting Request and Consent form. As the vetting process takes some time to complete, consent forms should be completed at least 8 weeks prior to the tournament.

3. Identification

- 3.1. The completed Police Vetting Request and Consent form must be given to the Club's Privacy Officer (or delegate) who must also verify the individual's identity by sighting 2 forms of Acceptable Identification, one of which must be a photo ID.

4. Submitting requests and receiving results

- 4.1. The Club's Privacy Officer will submit applications for police vetting through the online police vetting portal.
- 4.2. Once the vetting process is complete, the Club's Privacy Officer will receive an email confirming whether there are any results from the vetting process.
- 4.3. If there are no results, the Privacy Officer will receive an email confirming that there are no results.

5. Results from vetting process

- 5.1. If the vetting process identifies information that the Police have determined is relevant to the vetting request, the Privacy Officer will receive notification that results are available to download from the portal.
- 5.2. The results will be disclosed to the individual concerned and, depending on the implications, the individual concerned may be asked to stand aside from the coach or manager role.
- 5.3. All results obtained during the police vetting process will be dealt with confidentially and in accordance with the Club's Privacy Policy.

6. Refusal to submit a Police Vetting Request

- 6.1. If a coach or manager of a travelling team refuses to submit a police vetting request, they will be asked to stand down from the coach or manager role.

7. Definitions:

- 7.1. The following definitions apply to this procedure:
 - 7.1.1. "Acceptable Identification" means a form of primary identification and secondary identification one of which has to be a photo ID
 - 7.1.2. "Board" means the Club's Board elected in accordance with the Club's constitution.
 - 7.1.3. "Child" or "children" means a person who is aged less than 16 years.
 - 7.1.4. "Club" means Cashmere Technical Football Club.
 - 7.1.5. "Police Vetting Request and Consent Form" means the form prescribed by NZ Police required to be signed by the individual who is submitting to the vetting request.



- 7.1.6. "Primary identification" means a passport, NZ firearms licence, NZ full birth certificate (issued on or after 1998), NZ Citizenship certificate, NZ Refugee travel document, NZ emergency travel document, or NZ Certificate of Identity
- 7.1.7. "Privacy Officer" means the person appointed by the Board to this position.
- 7.1.8. "Secondary identification" means a NZ Drivers Licence, 18+ card, NZ full birth certificate (issued before 1998), community services card, SuperGold card, Inland Revenue number, NZ issued utility bill, NZ teachers registration number, NZ Electoral Roll record, International Drivers licence
- 7.1.9. "Young person" means a person aged between 16 years and 18 years.

8. Key relevant documents:

- 8.1. Privacy Policy
- 8.2. Police Vetting Request and Consent Form