



NZRL PRIVACY POLICY

(Note Website and Online Privacy Policy is Available on NZRL.co.nz)

Applicable Date:	25/08/2021
Owner:	CEO/HR
Review Date:	Two yearly

Purpose and Scope

NZRL 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.

This policy aims to help people understand how their personal information may be used and stored.

Application

This policy applies to all people providing personal information to NZRL. Personal information means information about a person.

Collection, Use and Storage of Personal Information

When you become an employee or member of, contractor for or participant in matches, tournaments, or competitions for NZRL we will need to collect some personal information from you (or family/whanau of children). NZRL may also collect other information needed to perform its functions, or where required by law.

Personal information may include your contact details and other personal information that you provide. For participants this may also include performance results and health and medical information.

NZRL may collect this information directly from you with your permission, or from a Zone, District or Club that you are a member of or other organisations that NZRL is associated with, for example High Performance Sport NZ or Drug Free Sport NZ.

Use of Personal Information

NZRL will never sell your personal information.

Employees of NZRL may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary for this purpose.

In some cases agents and subcontractors of NZRL may also have access to personal information needed to do their work but are bound by confidentiality provisions and may not use it for any other purposes.

Your personal information may be used:

- For NZRL activities and operations
- To consider an employment of 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

NZRL will maintain all reasonable protections against the loss, misuse, or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorized use or access to that information.

NZRL will keep all physical documents secure, both inside and outside its premises. All electronic personal information will be kept secure by making sure data storage is protected from external sources, maintaining regular backups, and applying good data security practices.

NZRL uses cloud computing solutions that 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 NZRL's Privacy Officer at admin@nzrl.co.nz

NZRL will not disclose information about children to family/whanau unless there is a clear legal right to access that information.

Any questions about NZRL's compliance with the Privacy Act should be referred to the Privacy Officer at admin@nzrl.co.nz

Breach

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

Reporting a Breach

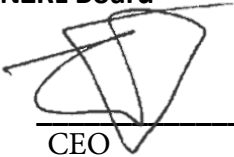
Individuals who wish to report an alleged breach of this policy should do so in writing to the Privacy Officer at admin@nzrl.co.nz

Approver – NZRL Board

Signed:

Position:

Date:



CEO

25/08/2021
