

# N . Z . F . R . S PRIVACY ACT

## **OBJECTIVES:**

To ensure that all administrators and members of the sport are aware of the requirements of the Privacy Act 1993.

## **PROCEDURES:**

1. Skate New Zealand will appoint a Privacy Officer who will be responsible for ensuring the Act is complied with.
2. Skate New Zealand will ensure that all information collected and held is accurate.
3. Ensure a 'consent' clause to all individual registration forms is added as needed.
4. Skate New Zealand will take steps to ensure information is stored and secure to prevent unauthorised access, use, modification or disclosure of the information.
5. An individual is entitled to seek confirmation as to whether the organisation holds information about themselves and to have access to that information.

## **PURPOSE:**

The purpose for collecting and distributing information is as follows :

- To comply with the Incorporated Societies Act.
- To comply with funding specifications of other organisations (e.g. Hillary Commission, N.Z. Sports Foundation, etc.
- To comply with sponsors' contracts
- To enrol the individual in a club activity
- For competition entry forms.
- For issuing certificates of participation, etc.
- For athletes profiles
- For squad/training camps/ team membership lists.
- For Honoured members, life members, etc.
- For Administrators, executive/ association, club personell (volunteer and paid)
- For publicity purposes.
- For Outfitting forms
- For contracts with athletes, staff, etc.
- For medical details
- For Drug Testing forms
- For the general administration of the sport

**APPROVED:**                    *18 JULY 1999*