

Policy 4



Privacy Policy

Commitment to Te Tiriti O Waitangi

Spiralz Rhythmic Gymnastics recognises Te Tiriti O Waitangi as Aotearoa New Zealand's founding document.

Spiralz Rhythmic Gymnastics is committed to upholding the mana of Te Tiriti O Waitangi and the principles of Protection, Partnership and Participation.

Values

Spiralz Rhythmic Gymnastics knows you care about how your information is used and shared. We are committed to ensuring your privacy is protected and your information is only used appropriately.

Purpose

This policy aims to help people involved in *Spiralz Rhythmic Gymnastics* understand how their personal information may be used and stored by *Spiralz Rhythmic Gymnastics*.

Application

This policy applies to all people providing personal information to *Spiralz Rhythmic Gymnastics*. 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 Spiralz Rhythmic Gymnastics activities, Spiralz Rhythmic Gymnastics will need to collect some personal information from you (or family/whānau of children). We may also collect other information needed to perform our 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.

Spiralz Rhythmic Gymnastics may collect this information directly from you with your permission, or from Gymnastics New Zealand and other organisations which are affiliated to it, for example New Zealand Olympic Committee, Paralympics New Zealand and Drug Free Sport New Zealand.

Using personal information

Spiralz Rhythmic Gymnastics will never sell your personal information.

Employees of Spiralz Rhythmic Gymnastics 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 Spiralz Rhythmic Gymnastics may have access to personal information needed to do their work but may not use it for any other purposes.

Spiralz Rhythmic Gymnastics may be required to share your personal information with Gymnastics New Zealand and other organisations which are affiliated to it that you

belong to or have applied for membership, 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 Spiralz Rhythmic Gymnastics 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

Spiralz Rhythmic Gymnastics 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.

Spiralz Rhythmic Gymnastics will keep all physical documents secure, both inside and outside it's premises.

Requests for personal information

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 202. If you want to access or correct your personal information (or your children's), please contact the Spiralz Rhythmic Gymnastics Club Manager.

Spiralz Rhythmic Gymnastics will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about Spiralz Rhythmic Gymnastics compliance with the Privacy Act should be referred to the