



PRIVACY POLICY

INTRODUCTION

This Privacy Policy describes how Croquet New Zealand ('CNZ') complies with The New Zealand Privacy Act 2020 ('the Act') when dealing with personal information about an identifiable natural person. It sets out how CNZ will collect, use, disclose, and protect personal information.

CHANGES TO THIS POLICY

CNZ may change this Policy by uploading a revised Policy to the website. The changes will apply from the date the revised policy is uploaded.

This Policy is effective from 1 August 2022.

WHY WE COLLECT PERSONAL INFORMATION

CNZ may collect personal information in order to:

- fulfil CNZ's role as the National Sporting Organisation for Croquet in New Zealand; and to fulfil its responsibility to promote and regulate the sport in New Zealand; and to administer national and international tournaments for which it is responsible; and to raise funds for such purpose; and
- fulfil CNZ's role as a member of the World Croquet Federation and to assist the Federation to maintain the World Rankings and to run world croquet competitions; and
- contract with staff and third parties.

HOW WE COLLECT PERSONAL INFORMATION

If possible, CNZ will collect personal information directly from the individual concerned; or

- from a person or entity acting on behalf of the individual concerned, or
- from a member association of CNZ; or
- from a club that is a member of a CNZ member association; or
- from the World Croquet Federation or a member of that body.

CATEGORIES OF PERSONAL INFORMATION

CNZ may hold and process the following categories of personal information about individuals who are current or potential members or office-holders of CNZ itself; or members or office holders of member associations of CNZ; or members or office-holders of member clubs of those associations; and in

addition all individuals engaging in activities run under the auspices of CNZ and any such association or club:

- name;
- contact details (e.g. postal, e-mail and social media addresses and telephone numbers);
- financial information relating to subscriptions, and other transactions such as tournament entry fees and related information;
- handicaps, rankings, eligibility criteria (including nationality, residency and, when relevant, gender and date of birth), qualifications and awards;
- association and club membership;
- committee membership or other positions within CNZ, member associations and member clubs of associations;
- entries to, schedules for and results of events, including selection for and participation in teams or squads;
- disabilities, such as colour vision deficiency, where to do so would facilitate participation; and
- photographs, videos and similar visual images.

In addition CNZ may hold and process information relating to contracts with staff and third parties and unstructured personal information held in e-mails sent to or from CNZ and in logs of requests made to the CNZ website.

HOW WE USE PERSONAL INFORMATION

CNZ will take reasonable steps to keep personal information safe from loss, unauthorised activity or other misuse. It will not pass personal information to anyone without the consent of the person concerned except that, in order to carry out its purpose and role described earlier, it may share:

- financial information for the purpose of collecting payments or making refunds;
- information about individuals with members of the CNZ board and committees and the Chief Executive or any person engaged by the Chief Executive, to enable them to fulfil their roles within the organisation;
- postal addresses with mail services and couriers who deliver items on behalf of CNZ;
- information including email address and preferences in order to communicate efficiently; and may:
- publish contact details of individuals for the use of associations and clubs, tournament and coaching officials, and those serving on CNZ committees;
- make available to those running events and officers of the clubs hosting them the contact details and other relevant information about those who wish to or have entered tournaments or coaching activities through the CNZ website, including information about persons entering from overseas;
- publish news, including photographs, tournament results and commentary on its website, sites publishing croquet results, or social media sites.
- make available the results of ranking games to Ranking Officers working on behalf of the CNZ or the World Croquet Federation.
- share information about the use by individuals of the CNZ website with search engine providers, for the purpose of optimising the site.

CNZ will give information about any individual when legally required to do so.

RETENTION PERIODS

Except where required for archiving purposes (such as results of tournaments, minutes books and membership lists) or otherwise required by law, information will be deleted within six years after it came into possession of CNZ.

ACCESSING AND CORRECTING PERSONAL INFORMATION

Individuals have the right to access readily retrievable personal information that CNZ holds and request that it be corrected and, in some cases, deleted or the use to which such information is restricted. It will be necessary in such case for a complainant to put their request in writing by email to the Chief Executive and to provide evidence to confirm their identity.

In particular, individuals can request that their own contact details are not shown in individual published lists but this may affect participation in an event if the individual concerned cannot be readily contacted.

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