



INVERCARGILL CONTRACT BRIDGE CLUB (Inc.)

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Invercargill Bridge Club Privacy Policy – Data Management

Policy Adopted on 15 February 2024

Background

Invercargill Contract Bridge Club considers protecting the privacy of its employees (where applicable) and its members to be of the utmost importance. This document describes how we manage and use the personal information we hold on our employees (where applicable) and members.

The Privacy Act 2020 provides a framework for protecting an individual's right to privacy of personal information, including the right of an individual to access their personal information, while recognising that other rights and interests may at times also need to be taken into account; and giving effect to internationally recognised privacy obligations and standards concerning the privacy of personal information, including the OECD Guidelines and the International Covenant on Civil and Political Rights.

Collection and Use of Information

We may collect personal information from members and employees (where applicable) in several ways:

- enrolling in classes or other educational activities;
- enquiring about membership and other activities;
- registering as a member;
- paying subscriptions and purchasing tickets (where applicable);
- applying for and being offered a job (where applicable).

And it will be used for the following purpose (unless you advise us otherwise)

- for the purposes of managing payroll, PAYE, KiwiSaver, and ACC (where applicable);
- for use in the Invercargill Contract Bridge Club programme (printed annually and provided to club members);
- for use within the Club to email, mail or contact directly to provide information, request information, or communicate Club activities;
- provided to NZ Bridge to permit a unique NZ Bridge number allocation;
- where external providers are used- e.g. an external database management system used to manage subscriptions and other purchases.

We will not:

- Send communications that you do not expect to receive from us;
- Disclose your personal information (unless authorised to do so) to other club members;
- Sell, rent, or distribute contact information to parties who are not part of our business.

Storage, Access and Correction of Information

You have the right to access information held about you at any time, or for information to be corrected, but may be required to provide proof of identity to access it. You do not have to give a reason for requesting this information and can reasonably expect this to be actioned.

It is now a criminal offence for a business or organisation to destroy personal information, knowing that a request has been made to access it.

It is illegal for others to mislead the Club to access someone else's personal information.

Credit Card Details

Where we use a third party for services such as managing subscriptions, tournament fees, and tickets, arrangements will be reviewed so they are compliant.

Privacy Breach

If we have a privacy breach, where we have lost control of personal information that could cause or has caused serious harm to that individual, we are **required** to report that to the Office of the Privacy Commissioner. They can then issue compliance notices and have the power to fine up to \$10,000 for non-compliance.

The Privacy Commissioner will also be able to order agencies to give people access to the personal information held on them.

Internal Sharing of Information

New legislation requires us to take reasonable steps to ensure that comparable privacy standards protect personal information sent overseas. There is no intention for Invercargill Contract Bridge Club to share information with any overseas entity.
