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## **PRIVACY POLICY**

**December 2020**

### **BACKGROUND**

The Oamaru Bridge Club Incorporated considers the protection of the personal information of its employees and its members to be important. This document describes how we manage and use the personal information we hold on our employees 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 in relation to 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 in several ways, including when:

- Enrolling in classes or other educational activities;
- Enquiring about membership and other activities;
- Registering as a member;
- Paying subscriptions and purchasing tickets;
- Applying for and being offered a job (where applicable);

and any personal information received will be used for the following purposes (unless you advise us otherwise):

- managing payroll, PAYE, Kiwisaver and ACC (where applicable);
- subscriptions and bad debts;
- for the Committee to properly manage the affairs of the Club;
- the Bridge Club Programme (printed annually and provided to club members);
- for the Club to email (with blanket emails being sent out using the bcc function), mail or contact members directly to provide information, request information, or communicate Club activities;
- to permit NZ Bridge to allocate a unique NZ Bridge number for a member; and
- by external partners where they are used to assist in the running of the Club.

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 provide a reason for requesting this information and can reasonably expect that this will be actioned.

Any such inquiries to be directed to the Secretary who is the Privacy Officer for the Club.

It is 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 management of subscriptions, tournament fees and tickets then arrangements will be reviewed so they are compliant.

### **PRIVACY BREACH**

If we have a privacy breach – where we have lost control of personal information and 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 are then able to issue compliance notices and have the power to fine up to \$10,000 for non-compliance.

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

### **INTERNATIONAL SHARING OF INFORMATION**

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