



## Privacy Policy

**Purpose** This policy aims to help people involved in Rimutaka Gymsports understand how their personal information may be used and stored by Rimutaka Gymsports.

**Values** Rimutaka Gymsports knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately.

**Application** This policy applies to all people providing personal information to Rimutaka Gymsports. 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 Rimutaka Gymsports activities, Rimutaka Gymsports will need to collect some personal information from you (or family/whānau of children). It may also collect other information needed to perform its 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.

Rimutaka Gymsports may collect this information directly from you with your permission, or from Gymnastics New Zealand (the national organisation to which Rimutaka Gymsports belongs) and / or other organisations which are affiliated to Gymnastics New Zealand.

#### Using personal information

Rimutaka Gymsports will never sell your personal information.

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

Rimutaka Gymsports may be required to share your personal information with the community, regional and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, for example Gymnastics NZ, Sport New Zealand, High Performance Sport New Zealand.

Your personal information may be used:

- for Rimutaka Gymsports 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**

Rimutaka Gymsports 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.

Rimutaka Gymsports will keep all physical documents secure, both inside and outside its premises.

Rimutaka Gymsports will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices. Rimutaka Gymsports may use cloud computing. Where used, Rimutaka Gymsports will ensure that cloud computing solutions meet good practice security requirements.

### **Requests for personal information**

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020. If you want to access or correct your personal information (or your children's), please contact the Centre Manager ([office@rimutakagymsports.nz](mailto:office@rimutakagymsports.nz)).

Rimutaka Gymsports will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about Rimutaka Gymsports compliance with the Privacy Act should be referred to the Rimutaka Gymsports Committee.

### **Breach**

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020.

### **Reporting a breach**

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedures.

**This policy applies to all members, administrators, officials, coaches, visitors and volunteers of Rimutaka Gymsports Incorporated**

### **Authorisation**

Committee Approval: 12/02/2025

President Approval:

