

**TRIATHLON NEW ZEALAND INCORPORATED
PRIVACY POLICY**

Introduction and Policy Statement:

Triathlon New Zealand ("Tri NZ") 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.

This policy aims to help people involved in Tri NZ understand how their personal information may be used and stored by Tri NZ.

This policy applies to all people providing personal information to Tri NZ. Personal information means information about a person.

Collecting personal information:

When you become a member of, or participate in Tri NZ events, Tri NZ 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.

Tri NZ may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which Tri NZ belongs, other organisations which are affiliated to it, for example the New Zealand Olympic Committee, Paralympics New Zealand, and Drug Free Sport New Zealand.

Using personal information:

Tri NZ will never sell your personal information. Employees of Tri NZ 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 Tri NZ may have access to personal information needed to do their work but may not use it for any other purposes.

Tri NZ 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 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:

- Tri NZ 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.

Tri NZ may use your contact information for communication of Tri NZ activities, events and other important information.

Storing and disclosing personal information:

Tri NZ 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.

Tri NZ will keep all physical documents secure, both inside and outside its premises.

Tri NZ 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.

Tri NZ may use cloud computing. Where used, Tri NZ will ensure that cloud computing solutions meet good practice security requirements.

Request 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 Tri NZ.

Tri NZ will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about Tri NZ's compliance with the Privacy Act should be referred to the CEO of Tri NZ.

Breaches

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

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