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## PRIVACY ACT 1993 POLICY

**Statement of Intent/Purpose:** In all matters relating to privacy Hockey Nelson will meet the requirements of the [Privacy Act 1993](#).

**Scope:** This policy covers all people involved in any capacity and activity carried out by Hockey Nelson.

### Policy Content and Guidelines.

1. Hockey Nelson will only collect store and use information in a manner that is deemed necessary for the management and running of Hockey Nelson. In meeting the requirements of the Privacy Act Hockey Nelson will ensure that all personal information collected is deemed necessary for the purpose of the day to day management of Hockey Nelson and that all information collected will only be used for the reasons it is collected.
2. As per the requirements of the Privacy Act 1993 Hockey Nelson will have a designated privacy officer. That person will be the Executive Officer who will ensure that all actions carried out by Hockey Nelson comply with the Privacy Act.
3. Anyone who Hockey Nelson holds personal information on will have the right to look at that information. They can also ask Hockey Nelson to correct any information if it is wrong or if it needs updating.
4. Once Hockey Nelson has no longer any need of personal information for the reasons it was originally collected for, Hockey Nelson will dispose of the information securely so that no-one can retrieve it.

**Policy approved by the Board of Hockey Nelson.**

**Signed on behalf of the Board.**

A handwritten signature in blue ink, appearing to read "D. Anderson", is written over a horizontal line.

**Ratified Date:** 13/03/13.

*Version 5*