

# Hockey Nelson Privacy Policy

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## Your rights to privacy

We, Nelson Hockey Association understand the importance of protecting your right to privacy and have therefore prepared this statement to help you understand how we aim to protect the privacy of your personal information. In this document we outline what details we keep about you and why we need these details. The new Privacy Amendment (Private Sector) Act 2000 amends the Privacy Act (from 21 December 2001) to include laws that regulate the way private organisations, like Nelson Hockey Association, handle personal information, including very sensitive information. The Act contains 10 National Privacy Principles that regulate, among other things, how organisations collect, store and protect the quality of personal information. Also, how these organisations should use and share personal information with other organisations. The National Privacy Principles form part of all our procedures and policies and the way personal information and details are administered. There is a summary of the National Privacy Principles at the end of this communication.

## What personal information will Nelson Hockey Association keep about me?

Nelson Hockey Association collects personal information from clients and other associates to assist in providing our range of products and services. The type of personal information we collect about you may include your name, address, contact phone number, email address, age, gender and other details appropriate to the products and services Nelson Hockey Association provides. Nelson Hockey Association collects personal information when users use the Nelson Hockey Association website or the PlayHQ website to lodge their personal details and information, and when users change or update any of these details, or if users send Nelson Hockey Association documents containing personal information.

## Participation data

If you participate or are involved in delivering Hockey at any level, your personal information will be collected by Nelson Hockey Association, our Associations and Clubs as required to fulfil our administrative needs. This information may be subsequently used for statistical reporting (in an anonymised or de-identified way) and to contact you via email with relevant news and marketing content.

## Community Player data

Nelson Hockey Association collects personal information via PlayHQ for the purposes of the general administration of the game, including statistical analysis and research, and the promotion of the game of Hockey, including direct marketing communications. Your personal information will also be held by the Hockey club for which you play and the Hockey New Zealand, for similar purposes. Live scoring data may also be used for the purposes of coaching development, talent identification and development of the game of Hockey in New Zealand.

## Risks of using the Internet

You should note that there are security risks in transmitting information via the internet. You should assess these potential risks when deciding whether to use our online services. If you do not wish to transmit information via the Nelson Hockey Association website, there are other ways in which you can provide this information, such as by mail, telephone or on-site visit.

## Collection of browser information

When you browse the Nelson Hockey Association website, our service provider logs the following information for statistical purposes:

- your server address;
- top level domain name (for example .com, .gov, .nz, etc.);
- the date and time of your web-site visit;
- the pages you looked at;
- the documents you down-loaded;
- the previous site you visited; and
- the type of browser you used.

We will not try to identify users or their browsing activities except, in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs. We will only record your e-mail address if you send us a message. It will not be added to a mailing list unless specifically requested by the user.

## Why does Nelson Hockey Association need my personal information?

The personal information Nelson Hockey Association collects about you is used to correspond with you and to provide you with other products and services from Nelson Hockey Association. If you choose not to provide your personal information, it may mean that we will not be able to provide these services to you. There are other organisations that are connected to the services we provide to you and which may have access to your personal information. They are:

- Member and affiliated organisations of Nelson Hockey Association
- Web development companies - organisations contracted to develop and maintain the Nelson Hockey Association website.
- Auditors and Regulators - organisations that ensure Nelson Hockey Association is complying with legislation and contractual obligations.

## Can I see the personal information Nelson Hockey Association has about me?

Under the National Privacy Principles, you have a right to know what information Nelson Hockey Association holds about you, and you are entitled to see this information to ensure it is correct. To obtain this information, please contact Nelson Hockey Association to ask for your personal details. The Privacy Act gives limited circumstances in which some or all access to this information may be denied. If this applies to you, Nelson Hockey Association will explain this to you when you ask for your information.

## How can I contact Nelson Hockey Association?

If you want further information on how Nelson Hockey Association handles personal information, or if you want to discuss a possible breach of privacy, please contact Nelson Hockey Association in one of the following ways:

- Write to Nelson Hockey Association, Saxtons Field Hockey Stadium, 125/139 Saxton Rd, Stoke, Nelson
- By email at [manager@nelsonhockey.org.nz](mailto:manager@nelsonhockey.org.nz)

If you are unsatisfied with the resolution of any questions, you can refer the matter to your Privacy Commissioner.

## Summary Of The National Privacy Principles

Nelson Hockey Association is bound by National Privacy Principles We will abide by the National Privacy Principles at all times.

### Collecting information

We will collect personal information (where reasonable and practicable) directly from you. We may at times collect your personal information directly from other sources.

### Using and sharing information

Nelson Hockey Association will use your personal information to provide our services relevant to you. This is known as a 'primary purpose'. If we need to use your personal information for another reason, or secondary purpose, like a marketing campaign, we will ask your permission to do so. If we are unable to get your permission before sending our communication, we will give you the opportunity to opt out of any future direct marketing campaigns at the time of mailing to you. In connection with the purposes set out in this Privacy Policy, we may disclose your personal information to organisations involved in Hockey or sporting initiatives in New Zealand, such as the Hockey New Zealand and Sport New Zealand. We may also disclose your personal information to companies we have engaged to carry out services and activities on our behalf, or to other third parties as permitted or required by law. We generally hold your personal information in New Zealand. However, to the extent we transfer or disclose personal information to a third party outside of New Zealand we will ensure that such third party is subject to comparable privacy laws to New Zealand or is otherwise required to protect the personal information in a way that is, overall, comparable to New Zealand's privacy laws.

## Keeping information accurate and up to date

Nelson Hockey Association will ensure that the personal information we collect to provide our products and services to you is accurate and complete. We will do this by ensuring that you have the opportunity to advise changes in personal details at all times.

## Information retention

The personal information we collect will be retained for as long as necessary for the purposes for which it was collected and may lawfully be used, or until you request for it to be removed. Keeping information secure Nelson Hockey Association will not misuse or change your information without your knowledge. We will not share your information with anyone who doesn't have authority to see your information. To make sure of this, we will regularly audit access to the systems that support Nelson Hockey Association and make sure that other organisations we deal with have Privacy policies adhering to the National Privacy Principles. We will ensure that all of the personal information we collect is held securely in accordance with applicable data protection laws and regulations. We take reasonable security measures to prevent unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss of personal information. However, we cannot guarantee the security of information transmitted through the internet and you acknowledge and agree that any online transmission of personal information to us is conducted at your own risk.

## Keeping information secure

Nelson Hockey Association will not misuse or change your information without your knowledge. We will not share your information with anyone who doesn't have authority to see your information. To make sure of this, we will regularly audit access to the systems that support Nelson Hockey Association and make sure that other organisations we deal with have Privacy policies adhering to the National Privacy Principles. We will ensure that all of the personal information we collect is held securely in accordance with applicable data protection laws and regulations. We take reasonable security measures to prevent unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss of personal information. However, we cannot guarantee the security of information transmitted through the internet and you acknowledge and agree that any online transmission of personal information to us is conducted at your own risk.

## Sensitive information

Where we collect sensitive information, we will only use it for providing Nelson Hockey Association products and services to you. We won't use it for any other purpose or share it with anyone else without your permission.

Version Control			
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