



## **DATA MANAGEMENT**

### **BACKGROUND**

Kairangi Bridge Club considers the protection of privacy of its employee and its members to be of the utmost importance. This document describes how we manage and use the personal information we hold on our employee and members.

The Privacy Act 2020 (in force from 1 December 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 our employee in several ways:

- 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

and it will be used for the following purpose (unless you advise us otherwise)

- For the purposes of managing payroll, PAYE, and ACC
- For use in the Kairangi Bridge Club programme (printed annually and provided to club members)
- For use within the club to email, mail or contact directly to provide information, request information, or communicate Club activities
- Provided to NZ Bridge to permit allocation of a unique NZ Bridge number.
- Where external providers are used- eg. an external data base management system used to manage subscriptions and other purchases.

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.

It is now 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 – 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 will also be 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 Kairangi Bridge Club to share information with any overseas entity.