



## **PRIVACY POLICY**

**FEBRUARY 2022**

### **Purpose**

Dunedin Netball will protect its members, employees, volunteers and participants by managing their personal information correctly complying with the Privacy Act (2020) at all times. Dunedin Netball will keep personal information safe and secure, obtain only the personal information required by centre, zone or official body and respect a member's right to view and edit information.

Dunedin Netball responsibilities include:

### **Access to personal information**

DN will store personal information in a way that is easily retrievable and accessible to individual members to view and update if required.

### **Secure storage and disposal of personal information**

DN will hold all personal information in a safe and secure way. When disposing of personal information DN will employ a secure document destruction agency.

### **Data breaches**

If electronic data is breached DN will employ a professional computer technician to investigate the issue. DN will notify all people affected by the breach.

### **Registrations**

All programme and competition registrations are done online. These forms have terms and conditions participants choose to agree to. The terms and conditions vary across different programmes and competitions. These terms and conditions will include how personal information is used, and aspects such as photo permissions and use, and social media.

### **Photo use**

In addition to participants, DN will seek approval from employees, volunteers etc prior to publishing photos on Dunedin Netball social media sites.

### **Media**

Only the DN Operations Manager and Chair of DN Board are approved to speak directly with media. Employees and volunteers can be given approval to speak with media regarding matters directly related to them on a case by case basis.