

New Plymouth Contract Bridge Club	
Title	Data Management
Policy	<p>Background</p> <p>The New Plymouth Bridge Club considers the protection of privacy of its employees and its members to be of the utmost importance. This document describes how we manage and use the personal information we hold on our employees and members.</p> <p>The Privacy Act 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</p> <p>Collection and use of information</p> <p>The Bridge club Committee may collect personal information from members and employees in several ways:</p> <ul style="list-style-type: none"> • Enrolling in classes or other educational activities • Enquiring about membership and other activities • Registering as a member (name, address and contact details) • Paying subscriptions and purchasing tickets • Applying for and being offered a job <p>and it will be used for the following purpose (unless you advise us otherwise)</p> <ul style="list-style-type: none"> • For the purposes of managing payroll, PAYE, Kiwisaver and ACC • For use in the New Plymouth 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. • Use of photos for promotion purposes • Photos may be taken at club events and used to raise the profile of the game and promote it nationwide. This includes publicity on the club website, social media and articles to print media. <p>We will NOT:</p> <ul style="list-style-type: none"> • 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 <p>Storage, access and correction of information</p> <p>Access to your personal information is limited to authorised club personnell by the use of passwords.</p> <p>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.</p> <p>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.</p> <p>It is illegal for others to mislead the Club, to access someone else's personal information.</p> <p>Your information is deleted when you resign from the club.</p>

	<p>Credit card information 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.</p> <p>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 for non-compliance. The Privacy Commissioner will also be able to order agencies to give people access to the personal information held on them.</p> <p>International sharing of Information 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 the NP Bridge Club to share information with any overseas entity.</p>
Reference	NZ Privacy Act 2020
Responsibility	NPCBC Committee
Date:	May 2021

The following statement appears on the rear side of the New Member nomination form

<p style="text-align: center;">Privacy Statement New Plymouth Bridge Club</p> <p>In order to process your club membership and communicate with you, we collect the following information from you:</p> <ul style="list-style-type: none"> • name • contact information and email address • invoicing information <p>Besides our committee we share this information with:</p> <ul style="list-style-type: none"> • NZ Bridge Association in order to become an affiliated member • other bridge members in order to organise partnerships • photos are used for publicity purposes on our website and Facebook page <p>Providing some information is optional. If you choose not to enter this information NPCBC may be unable to support your membership registration.</p> <p>You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong by contacting us at: Ph 7580703, or email newplymouthclub@gmail.com</p> <p>Refer to the club's Data Management policy data for security and disposal of information.</p>
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