



Napier City Rovers Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to Napier City Rovers AFC

In line with privacy requirements as outlined by law, Napier City Rovers gives the following assurances in regards to your personal information:

Collecting personal information

Napier City Rovers understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. Napier City Rovers policy is to protect member's privacy and personal information it may collect from time to time.

Napier City Rovers has undertaken to comply with the requirements of the Privacy Act, 1993.

Personal information is collected by Napier City Rovers for the primary purpose of membership requirements and/or competition purposes. Napier City Rovers collects details such as your name, address, telephone numbers, email addresses, gender, age, marital status, etc.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean Napier City Rovers is unable to complete your membership registration, volunteer assistance.

Securing personal information

To prevent any unauthorised access to your information, Napier City Rovers has installed computer and network security, including password protection processes. Only staff authorised by the Chairperson have access to the data file information. Hard copies of information are stored in locked cabinets.

Disclosure of personal information

Your personal information will only be used or disclosed by Napier City Rovers as allowed by the Privacy Act 1993.

To facilitate Napier City Rovers delivering better services and benefits to its members, personal information collected may be shared with other organisations, including relevant groups such as the New Zealand Football Association and Central Football Federation

Further, to conduct our operations, Napier City Rovers occasionally engages independent operators and parties. Accordingly, some of this information may be used or disclosed in part to: enable mail contractors to deliver documents and communications to members; officers of a government law enforcement agency in connection with the lawful performance of their duty;



Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise The Secretary Napier City Rovers in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where Napier City Rovers is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, Napier City Rovers will accept this as having received your express consent.

Accessing personal information

Members may, upon written request, access their own personal information which Napier City Rovers has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason Napier City Rovers is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

Napier City Rovers endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise The Secretary, Napier City Rovers and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact The Secretary, Napier City Rovers immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available from the Secretary's Office, or can be viewed and downloaded from the Napier City Rovers web site www.cityrovers.co.nz or e-mailed or mailed to you

Consent

By becoming a member of Napier City Rovers I provide my consent for Napier City Rovers to collect, use and disclose my personal information as outlined above.

I understand I am entitled to access my own records except where access would be denied for legal or other appropriate reasons.

I understand I may withdraw my consent for Napier City Rovers to disclose my personal information (except where legal obligations must be met).