



Wellington Hockey Association Privacy Policy

Wellington Hockey Association is committed to ensuring your privacy is protected according to the relevant privacy legislation. By providing your personal information to Wellington Hockey Association, you authorise Wellington Hockey Association to collect, use and disclose your personal information in accordance with the Privacy Act 2020 (the **Act**) and the terms set out in this Policy.

This Policy outlines how Wellington Hockey Association will collect, store, disclose and use Personal Information. This Policy is effective June 2022, and as we may update this Policy from time to time, the latest version of this Policy will always be available on our website.

What is Personal Information?

Personal Information covered by this Policy means personal information as defined by the Act and includes information about an identifiable individual, for example, their name, date of birth, gender, or phone number.

What Personal Information do we collect?

We may collect the following Personal Information: name, date of birth, age, gender, medical information, address, email address, drivers licence information, bank account information, police vetting information, and/or phone number.

How do we use your Personal Information?

We collect Personal Information about you which you provide when you register with PlayHQ, volunteer with us, apply for employment with us, and/or provide in any other written and verbal communications with Wellington Hockey Association. If you provide the Personal Information of any other individual to us (for example, of a child, guardian, referee, etc.), you confirm that you have their prior consent to provide their Personal Information to us in accordance with this Policy.

Why do we collect Personal Information and how do we use it?

Wellington Hockey Association may use your Personal Information for the following purposes:

- manage and administer the sport of hockey;
- promote the game of hockey;
- marketing to you, including Wellington Hockey Association commercial partners);
- digitally stream and/or otherwise broadcast hockey;
- provide you services, offers and/or communications associated with Wellington Hockey Association and/or membership programmes;
- inform you of important hockey-related information or related events;
- contact you (either directly or by appointing another organisation) to carry out market research and surveys;
- track and analyse activity on our website(s);
- confirm your identity;
- manage health and safety risks, including but not limited to those related to Covid-19;
- vet volunteers and/or employees, including via background checks; and
- create an individual profile for you so that we can enhance your user experience, to



understand and respect your preferences and to provide details of relevant offers and opportunities where you have agreed to receive them.

We may also use cookies on our website. Cookies are small text files that websites send to your computer or other internet-connected device to uniquely identify your browser or store information or settings in your browser. Cookies allow us to recognise you when you return. In many cases, the information we collect using cookies is non-identifiable and used to optimise our website and search engine optimisation.

If you do not wish to provide certain Personal Information to us, we may not be able to provide you with the services or information you require.

If you do not wish to receive marketing and promotional communications from us, you can opt out of these communications by following the unsubscribe instructions in the marketing communication itself. Even if you opt out of marketing communications, there may be other operational communications we need to send you related to the provision of our services to you, such as notices, statements, etc.

How do we share Personal Information with Third Parties?

In order to provide certain products and services, Wellington Hockey Association may work with third party service providers and/or appoint other organisations to carry out some of the processing of activities on our behalf. In some circumstances, Wellington Hockey Association may share your personal information with service providers who perform services that Wellington Hockey Association have requested. Our service providers are not authorised by us to use or disclose your personal information except as necessary to perform services on our behalf in accordance with this Policy or to comply with legislation.

Wellington Hockey Association may also be required by law to disclose information you provide. In such circumstances, Wellington Hockey Association will only make the disclosure if it believes in good faith that it is required to do so.

Your personal information may be provided to Wellington Hockey Association commercial partners to further the purposes referred to under this Policy. Wellington Hockey Association commercial partners may include, for example, organisations which partner with Wellington Hockey Association to provide sponsorship and support to Wellington Hockey Association in exchange for access to marketing opportunities with Wellington Hockey Association and its members.

From time to time, the disclosures made by Wellington Hockey Association under this policy may be to organisations or commercial partners located outside of New Zealand, including cloud service providers, software providers, accountants, lawyers and other service providers. This may mean that some of your information may be disclosed, held and/or processed outside of New Zealand. Where these organisations are based overseas, Wellington Hockey Association will take reasonable steps to satisfy itself that they are subject to privacy laws that, overall, provide comparable safeguards under the Privacy Act 2020, or take such steps in accordance with the Privacy Act 2020.



How can you correct or access your Personal Information?

Where you provide Personal Information to Wellington Hockey Association, it is your responsibility to ensure that Personal Information you provided is correct, complete and up-to-date. You are entitled to access and request correction of the Personal Information Wellington Hockey Association holds about you. You may update or correct your Personal Information online by:

- contacting Wellington Hockey Association in writing;
- by email to the Privacy Officer at the following address ceo@wellingtonhockey.org.nz (please put "Privacy Officer" in the subject line); or by
- logging into your PlayHQ account (if you have one).

Does Wellington Hockey Association securely store Personal Information?

Wellington Hockey Association will take reasonable steps to safely and securely store your personal information against un-authorized disclosure, use, loss or other misuse. Wellington Hockey Association emphasises that information sent over the internet may be unsecure, and it is your responsibility to ensure the secure transmission of your Personal Information to Wellington Hockey Association. Where your Personal Information is collected and stored by third parties, such as PlayHQ, the Privacy Policy and data storage practices of that third party will also apply.

How do I raise a concern related to this Policy?

If you have any questions about this Policy or a concern and/or complaint about the way we have handles your Personal Information, you may contact our Privacy Officer via email at ceo@wellingtonhockey.org.nz.

The Privacy Officer will review your complaint and respond within a reasonable period of time, usually within 20 working days.

If your complaint is not handled satisfactorily by us, you may also contact the Privacy Commissioner at www.privacy.co.nz