



## Privacy Policy

### Purpose

1. Massé is committed to protecting personal privacy and keeping all personal information secure, in accordance with the Privacy Act 2020, or any successor legislation (**Act**). This policy sets out how Massé collects, stores, uses, and shares your personal information in accordance with the Act.
2. Personal information includes any information that can identify a person. This could include (but is not limited to), information relating to their identify, contact information, CVs and referee information, bank account details and other personal information that Massé may be required to collect pursuant to any applicable law, internal policies and/or procedures.

### Applies to

3. All Massé staff and visitors, including Board members, volunteers, participants, supporters, club members, service providers, competitors, and families of participants.

### Policy

4. **Collection of information:** The members of Massé, or any person seeking membership of Massé, acknowledge and agree that, from time to time, Massé may need to collect personal information concerning aspects of their employment or membership in accordance with the Privacy Act 2020. In most instances, Massé will collect personal information directly from the person concerned. However, there will be instances where Massé collects personal information from third parties. Massé will only collect personal information from third parties where it is reasonably necessary in the circumstances, where Massé is obtaining the personal information from a publicly available source, or where the person has provided their express or implied consent.
5. **Use of personal information:** Massé collects personal information where it is necessary for the purposes of someone's employment, membership or affiliation, or for other functions of its business. Where Massé obtains personal information, it will only use it for the purpose for which it was collected, or as permitted by law.
6. **Audio and visual recordings:** Massé may collect personal information in the form of audio and visual recordings throughout its normal business operations. Personal information will



only be collected for a lawful purpose connected with a function or activity of Massé's business operations and where the collection of that information is necessary. Where appropriate, Massé will consult with you before implementing audio and visual recordings and/or GPS monitoring that collects your personal information.

7. **Sharing of personal information:** Massé may need to share personal information with third parties from time to time. Massé will only share personal information with third parties where it is permitted to do so under this policy, where someone has specifically authorised Massé to do so, or where Massé is permitted or required to do so in accordance with applicable law.
8. **Protection of personal information:** Where Massé is sharing personal information, it will use reasonable endeavours to require any third party to maintain confidentiality. If Massé is sharing your personal information with a third party that is not located within New Zealand, and that third party is not a club member of Massé, a data storage provider to Massé, or otherwise subject to the Privacy Act 2020, then Massé will require the third party to protect any personal information in a way that provides comparable safeguards to those set out in the Privacy Act 2020.
9. **Breach of privacy:** If Massé believes there has been a breach or privacy, then it will identify the breach and take reasonable steps to minimise any harm caused by the breach. Where Massé believes any breach of privacy poses a risk of serious harm, or is likely to cause serious harm, then it is required to notify the Privacy Commissioner and affected parties.
10. **Right to access your personal information:** People are entitled to ask whether Massé holds any personal information about them, to access any personal information held about them, and to request the correction of any personal information. If a person wishes to access or correct personal information held by Massé, then please contact Massé's Privacy Officer, at [contact@masse.co.nz](mailto:contact@masse.co.nz).
11. **Policy changes:** Massé reserves the right to amend this policy from time to time at its sole discretion. In the event Massé does amend this policy, it will consult with staff and club members (where necessary) about any amendments.

Dene O'Kane

**Board Chairperson**

April 2024