

Privacy & Records Management Policy

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Person responsible: Ignite Sport Coordinator

Introduction

The Board of Ignite Sport is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for Ignite Sport in dealing with privacy considerations and to align Ignite Sports procedures with the Privacy Act 1993, and for dealing with document retention and management of both personal and financial documentation.

Policy

Ignite Sport collects and administers a range of personal information for the purposes of Ignite Sport. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Ignite Sport recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

Ignite Sport is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling, storing and retaining personal and financial information.

Ignite Sport will

- Collect only information which the organisation requires for its primary function
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent, except where the NZ Privacy Act allows for disclosure (E.g. in the case of clear and imminent danger to the individual or others)
- Store personal information securely, protecting it from unauthorised access
- Provide stakeholders with access to their own information, and the right to seek its correction
- Retain both personal and financial information for a minimum of 7 years in line with current legislation
- Use secure software and industry recognised systems to collect and share information
- Keep records in a condition that will ensure minimal degradation over time
- Dispose of personal and financial information securely.

Documentation that does not include personal and/or financial information is not governed by these minimum standards.