



PRIVACY ACT

Waikato Diving Club Incorporated Society

Abstract

To ensure the health, safety, and wellbeing of all Waikato Diving Club members during trainings, competitions and other club-related activities.

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Privacy Act - Policy

Purpose

Waikato Diving Club Incorporated Society (WDCIS) is committed to protecting the privacy and wellbeing of its members, especially children and young people. This policy outlines how we collect, use, store, and share personal information in accordance with the **Privacy Act 2020** and the **Children's Act 2014**.

Scope

This policy applies to all members, athletes, coaches, volunteers, committee members, parents/guardians, and visitors involved in WDCIS activities. It covers all forms of personal information collected and managed by the club.

Responsibilities

1. Under the **Privacy Act 2020**, we must manage personal information responsibly and transparently.
2. Under the **Children's Act 2014**, we are required to take steps to ensure the safety, wellbeing, and protection of children, including:
 - Conducting Police vetting and safety checks for all staff and volunteers working with children.
 - Handling children's personal information with heightened care and confidentiality.

Information We Collect

3. We may collect and hold the following personal information:
 - Full names, addresses, phone numbers, and email addresses
 - Date of birth, gender, and emergency contact details
 - Medical information relevant to diving participation
 - Membership and training records
 - Coach and volunteer applications
 - Identification documents for Police vetting
 - Photos and videos (with consent)





Collection Methods

4. Personal information is collected through:
- Online and paper-based registration forms
 - Coach and volunteer onboarding processes
 - Email or phone correspondence
 - Safety, incident, and medical forms
 - Club management platforms (e.g., **Friendly Manager**)

Storage of Personal Information

Waikato Diving Club uses **Friendly Manager**, a secure online club management platform, to store personal information including:

- Member profiles and registration details
- Emergency contacts and medical notes
- Training attendance records
- Payment history and communication logs

Friendly Manager uses encrypted servers and secure logins to ensure data is protected from unauthorised access, loss, or misuse. Access to personal data is restricted to authorised club officials, such as coaches and committee members, in accordance with their roles.

Why We Collect Personal Information

Personal information is collected and used to:

- Manage club operations, including training, events, and competitions
- Maintain the safety and wellbeing of athletes
- Comply with legal and organisational requirements
- Communicate important information to members and their families
- Support funding applications and reporting obligations
- Promote the club (photos/videos used with consent only)





Sharing and Disclosure

Personal information may be shared only when necessary, and only with:

- Diving New Zealand and relevant affiliated bodies
- Coaches and team managers (for athlete safety)
- Emergency services (when required)
- Police or government agencies (to comply with safety or legal obligations)

We do not sell or share personal information for marketing or unrelated purposes.

Photos and Video

Photos and videos may be taken during training and events for coaching purposes, promotional materials, or social media. These will only be used with prior consent. Parents or guardians may opt out at any time by notifying the club in writing.

Access and Correction

You have the right to access and request corrections to your personal information at any time.

Contact our Privacy Officer at:

Email: [Insert Email Address]

Postal Address: [Insert Club Address]

Security and Retention

All information is stored securely, either within Friendly Manager or locked filing systems (for physical records). WDCIS retains information only for as long as it is necessary for the purposes for which it was collected, or as required by law.

Policy Review

This policy will be reviewed **annually**, or earlier if required by changes to legislation or club operations.

The latest version will be made available on the club website or by request.

CHAIR PERSON _____ **Date:** _____

Annual Review Date: 30/07/2026