



## St Georges Rowing Club Incorporated - Privacy Policy

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*This policy was last reviewed in April 2025.*

### **Introduction and Policy Statement:**

St Georges Rowing Club Incorporated ("SGRC") is committed to keeping information safe. SGRC knows you care about how your information is used and shared. We respect the privacy of our members and are committed to protecting privacy and ensuring your information is only used appropriately.

This policy aims to help people involved in SGRC and the sport of rowing in New Zealand to understand how their personal information may be used and stored by SGRC.

This policy applies to all people providing personal information to SGRC. When dealing with personal information we comply with the Privacy Act 2020. This policy does not limit or exclude any of your rights under the Act. For more information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

### **Collection and storage of personal information**

SGRC will only collect personal information that is connected to a function or activity we carry out, and only where the collection of that information is necessary for that function or activity, or where required by law.

Personal information may include your contact details, age, gender, photograph, emergency information, payment details and any other personal information that you provide in any way. For participants, this may include performance results and health/medical information.

SGRC may collect this information directly from you with your permission, from a school or college of which you attend, or from a regional organisation or other affiliated organisations, for example, Rowing New Zealand ("RNZ"), Auckland Rowing Association ("ARA"), the Legion of Rowers ("LOR"), Rowit NXZ ("Rowit"), organisers of regattas and other events.

We may be required to share your personal information with the regional organisations and/or national organisations, or other affiliated organisations that you belong to, or have applied to for membership.

SGRC will never sell or rent your personal information to third parties. Employees, agents and contractors of SGRC may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary and they may not use it for any other purposes.

Your use of our website or any of our products or services, or your membership of, or connection with SGRC or an affiliated association, indicates acceptance of this policy and you authorise us to collect, use and share your personal information as outlined in this policy.



As outlined in the RNZ Regulations, each participant involved through an affiliated association must be registered online with RNZ. A participant's status must be recorded in GameDay, RNZ's official registration system either directly by the participant, their parent, guardian, school or by SGRC.

If you do not provide personal information that is requested, you may not be able to obtain or access the services for which the personal information is required.

You always have the choice not to receive marketing and promotional information.

### **Purposes of collection**

We will collect and use your personal information legally and fairly, and it may be used for the following purposes:

- for SGRC activities and operations, such as processing registrations, applications and orders, including sending relevant emails and other sports communications
- for compliance with any obligations SGRC may have to affiliated organisations including but not limited to RNZ and Auckland Rowing Association ("ARA")
- to verify your identity and to assist if you have forgotten your username or password
- to amend records, to remove or update personal information
- to communicate information by email, post or other means about our products, services and promotions, where you agree to receive such information
- to help us learn more about your preferences and personalise our website or services accordingly
- to analyse trends and statistics
- to consider employment or volunteer applications
- to improve or update our website and our products/services
- to protect the security or integrity of our website and our business
- to protect our rights, property, or safety, or that of our members or others
- to respond to your enquiries and communicate with you as necessary
- for any other purpose authorised by you or the Privacy Act 2020
- to comply with any laws in New Zealand or overseas.

### **Storage of information**

We will only hold your personal information for as long as necessary for the purposes for which it was collected, unless otherwise required by law.

SGRC will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information. SGRC will keep all physical documents secure, both inside and outside its premises.

We will also keep all electronic personal information secure, by making sure data storage is protected from external sources, maintaining regular back up and applying good security practices. RNZ may use cloud computing. Where used, we will ensure that cloud computing



solutions meet good practice security requirements.

### **Requests for personal information**

You always have the right to access your personal information or your children's information. You also have the right to have any personal information corrected if you believe it is incorrect. If you want to access or correct your personal information (or your children's), please contact SGRC. We will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

### **Website and credit card security**

We take website and credit card security seriously and always endeavour to provide a secure, safe platforms for online transactions. SGRC's online registration and payment systems may be provided by GameDay, iCrew, Stripe, PoliPay, Humanitix, and GiveaLittle, or other such platforms. Any online payment will be subject to those individual providers' terms of use.

We receive and collect the name of the domain and host from which you access the Internet; the Internet protocol (IP) address of the computer you are using; the browser software you use and your operating system; the date and time you access our site; and any search engine or inbound hyperlink used to reach the website. This information is used only for statistical purposes and regarding how we may enhance the customer experience.

### **Imagery content**

Where you upload a profile picture or provide any other personal photo to an IT platform utilised by SGRC you understand that it will be held on our system and may be viewed by SGRC's members and administrators.

If you attend an RNZ, ARA or LOR sanctioned event as a member of SGRC, you may be photographed, filmed, livestreamed and broadcast to the public through analogue channels, digital channels, social media or other channels. Content may be used for informing the public, promulgating news stories, marketing and promotion, commercial use or any other purpose in any country, and for the administration of rowing, without informing individuals, or providing payment, in whatever media format as needed by RNZ, ARA or LOR and any third parties associated with RNZ, ARA or LOR, including but not limited to commercial partners. Photographs and videos may be used as training tools, for constructive advice, and to emphasise skills. This means photographs and videos of you may be shared with SGRC members and training and administration staff.

If you see any imagery which you do not wish to be included, please contact us, RNZ, ARA or LOR immediately.

### **Disclosure of information**

We may disclose your personal information to:

- any business that supports our accounts, services and products, including any person who hosts or maintains any underlying IT system or data centre that we use to provide the database, website, electronic newsletters, disaster recovery services or other



- services and products
- debt collection agencies
  - organisations conducting PR campaigns, marketing and media accreditation systems, market research, or data processing and statistical analysis for us
  - our assignees or potential assignees (a person, company, or entity who receives the transfer of property, title, or rights from a contract)
  - anyone that we need to contact to carry out your instructions to us (including the recipient of any payment)
  - on request by a person who can require us to supply your personal information (such as a regulatory authority)
  - on request by any other person or body authorised by the Act or another law (such as a law enforcement agency)
  - any person or body where legislation requires us to disclose your personal information (such as government agencies)
  - any other person authorised by you.

### **Privacy breaches**

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020. Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Rowing New Zealand Constitution.

If we believe the breach has caused serious harm, or is likely to do so, we will notify the Officer of the Privacy Commissioner as soon as possible. We will also notify you of a serious breach as soon as practicable.

### **Changes to our privacy policy**

We reserve the right to change this privacy policy from time to time by publishing a revised policy on our website. We encourage you to check this policy regularly for any modifications or updates. Your continued use of our services after any changes have been posted on our website indicates your acceptance of those changes.

After you cease to be a member, or after your relationship with us ends, we may still use historic imagery of you as outlined in the Imagery content of this policy however, we will no longer use your personal information unless authorised by you or required to by law.

### **How to contact us**

If you have any questions or want more details regarding SGRC's privacy policy, or if you wish to make any changes to your personal information, please contact us at:

<b>Privacy Officer:</b>	<b>Shaun Adams</b>
<b>Email:</b>	<a href="mailto:treasurer@stgeorgesnz.org">treasurer@stgeorgesnz.org</a>
<b>Post:</b>	PO Box 14165, Panmure, Auckland
<b>Phone:</b>	021 243 4053