



Parafed Otago - Privacy Policy [2023]

Outline

ParaFed Otago strives to uphold the privacy of members, volunteers, and staff, and the information they share with us. We collect information so we can provide quality services to members in line with their needs and preferences, and to ensure we are compliant with all relevant legislation.

Who This Applies To

This policy applies to all staff, , volunteers and members when engaged in a role where they are representing, or could be perceived to be representing, ParaFed Otago.

What We Will Do

1. Comply with the requirements of the Privacy Act 2020.
2. Only collect the information required to meet the needs of members and for the successful operation of Parafed Otago.
3. Obtain that information directly from members, or their parent/guardian.
4. Inform members what we will do with the information we collect from them.
5. Take reasonable steps to ensure the security of information collected and prevent unauthorised access.
6. When requested by any person on whom we hold information the full extent of the information we have related to them.
7. Respond to requests for deletion or correction of information when requested to do so by the member or authorised person. Where ParaFed Otago is not willing to correct the information as requested and has been provided with a statement of correction, the agency must take such steps (if any) that are reasonable in the circumstances to ensure that the statement of correction is attached to the information in a manner that ensures that it will always be read with the information.
8. Only disclose it to a third party with the permission of the member or their parent/guardian, or when required to do so by law.
9. Nominate a committee member to be the Privacy Officer for Parafed Otago. Unless otherwise nominated this role will be filled by the current Chairperson.

What We Won't Do

1. Share information collected with third parties without the consent of the member or their parent/guardian, or when required to do so by law.
2. Require members, volunteers, or staff to provide information that is not directly linked to our ability to provide quality services to members that meet their needs and preferences.

What Does Success Look Like?

A successful Privacy Policy will ensure our members information is protected and used only for the successful operation of ParaFed Otago. Members will feel confident in sharing information with us in the knowledge we will protect it and use it only for the purpose they provided it for.

Legislative Basis

This policy aims to be consistent with the requirements of these acts. Where the Communications Policy does not specifically address a communications situation the Board needs to address the intent of the relevant Act will be the guiding principles.

- Privacy Act 2020
- Human Rights Act 1993