Onslow Junior Football Club
Privacy Policy

Constitution alignment: This policy is a bylaw/policy made under clause 14 of the Onslow Junior Football Club (OJFC) Constitution. It is binding on Members. If there is any inconsistency, the Constitution and applicable Capital Football / New Zealand Football regulations and rules prevail.

Status: Current

Version: 1.1

Approved by: Executive Committee

Approval date: 02 / 11 / 2026

Next review date: 2027

Policy Owner: Executive Committee

1. Purpose

This policy aims to help people involved in OJFC understand how their personal information may be used and stored by OJFC.

2. Application

This policy applies to all people providing personal information to OJFC. Personal information means information about a person.

3. Collection, use and storage of personal information

Collecting personal information

When you become a member of, or participate in OJFC activities, OJFC will need to collect some personal information from you (or family/whānau of children). It may also collect other information needed to perform its functions, or where required by law.

Personal information may include your contact details and any other personal information that you provide. For participants, this may also include performance results and health/medical information. OJFC may collect this information directly from you with

your permission, or from the regional organisation and/or national organisation to which OJFC belongs.

Using personal information

OJFC will never sell your personal information. Employees of OJFC may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary. Agents and subcontractors of OJFC may have access to personal information needed to do their work but may not use it for any other purposes. OJFC may be required to share your personal information with the community, regional and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership.

Your personal information may be used:

- for OJFC activities and operations
- to consider an employment or volunteer application
- to amend records to remove or update personal information
- for other everyday business purposes that involve use of personal information
- to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

Storing and disclosing personal information

OJFC 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.

OJFC will keep all physical documents secure, both inside and outside its premises.

OJFC will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices.

OJFC may use cloud computing. Where used, OJFC will ensure that cloud computing solutions meet good practice security requirements.

Requests for personal information

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020. If you want to access or correct your personal information (or your children's), please contact the Privacy Officer. OJFC Privacy Officer. OJFC will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about OJFC's compliance with the Privacy Act should be referred to the OJFC Privacy Officer.

OJFC will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about OJFC's compliance with the Privacy Act should be referred to the OJFC Privacy Officer.

4. Breach

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020.

Reporting a breach

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure.

5. Relationship with Other Policies

This policy should be read alongside:

- Safeguarding / Child Protection Policy;
- Photography and Media Consent Policy;
- Discipline and Misconduct Policy;
- Complaints Policy;

6. Roles and Contacts

Privacy Officer: OJFC Compliance Officer
Email: Compliance@onslow.org.nz
Postal: Onslow Junior Football Club, P.O. Box 222-77, Khandallah, Wellington 6441

7. Review

This policy will be reviewed at least every two years.