

# PRIVACY POLICY

## A POLICY FOR ALL STAFF OF BBNZ INCLUDING ALL PARTICIPATING ORGANISATIONS, EMPLOYEES, CONTRACTORS AND VOLUNTEERS ENGAGED TO PERFORM SERVICES

This policy aims to help people involved with Basketball New Zealand (BBNZ) understand how their personal information may be used and stored by the organisation. Everyone involved must be clear on what BBNZ expects and requires.

### INTRODUCTION

BBNZ is committed to keeping information safe. BBNZ 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 with BBNZ understand how their personal information may be used and stored by the organisation. This policy applies to all people providing personal information to BBNZ. 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).

**This policy was last reviewed in July 2024.**

### COLLECTION AND STORAGE OF PERSONAL INFORMATION

BBNZ 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.

BBNZ may collect this information directly from you with your permission, or from a regional organisation or other affiliated organisations, for example, the New Zealand Olympic Committee, Paralympics New Zealand and the Sports Integrity Commission (SIC).

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.

BBNZ will never sell or rent your personal information to third parties. Employees, agents and contractors of BBNZ 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 BBNZ 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 BBNZ Regulations, each participant involved through an affiliated association must be registered online. A participant's status must be recorded in GameDay, BBNZ's official registration system.

We also collect information about people from game results or training sessions, or comments provided to us. We use this information to register people for games, tournaments and training camps, and to contact you about up-coming events involving basketball, basketball products, or offers from our sponsors you may be interested in, to process payments and to provide our services to you.

If you do not provide personal information that we have 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. Please contact us if you wish to opt out of receiving these types of communications by emailing us at: [bbnz@nz.basketball](mailto:bbnz@nz.basketball).

## **PURPOSES OF COLLECTION**

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

- for BBNZ activities and operations, such as processing registrations, applications and orders, including sending relevant emails and other sports communications
- 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 Act
- 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.

BBNZ 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. BBNZ 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. BBNZ 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 BBNZ. 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 platform for online transactions. BBNZ's online registration and payment system is provided by GameDay. Any online payment will be subject to GameDay's 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 on The Huddle you understand that it will be held on our system and may be viewed by BBNZ members and administrators. If you attend a BBNZ-sanctioned training session, camp, tournament or event, 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 basketball, without informing individuals, or providing payment, in whatever media format as needed by BBNZ and any third parties associated with BBNZ, including but not limited to commercial partners. Photographs and video may be used as training tools, for constructive advice, to emphasise skills and for game planning. This means photographs and videos of you may be shared with our BBNZ members and training and administration staff.

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

We do not publish imagery of people aged 13 or younger unless this is actively discussed with teams, players, players' parents/guardians prior to uploading each time.

## 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.

For example, we may share information with appropriate agencies (such as health and education providers or other agencies involved with a child) if sharing that information will protect or improve the safety, health or wellbeing of a child. Our agency by law can always share information with Oranga Tamariki and the Police. Further information can be found in our Child Safeguarding Policy on the BBNZ website.

BBNZ may be required to share your personal information with the community, regional and/or national organisations it belongs to, or to other organisations which are affiliated to it that you belong to or have applied for membership, for example Sports Integrity Commission (SIC), Sport New Zealand, High Performance Sport New Zealand, the NZ Olympic Committee and Paralympics New Zealand.

## 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 BBNZ Reporting Concerns (Whistleblowing) policy available on the BBNZ Website.

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.

## TE TIRITI O WAITANGI

BBNZ recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. BBNZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

## HOW TO CONTACT US

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

Email: [info@nz.basketball](mailto:info@nz.basketball)

PO Box 231, 7 Waterloo Quay, Pipitea, Wellington, 6011

Phone: (04) 498 5950