

WARKWORTH BRIDGE CLUB INCORPORATED

Privacy of Personal Information Policy

Last review date: 17 February 2026

Last changed date: 17 February 2026

Purpose

This policy ensures the club complies with the Privacy Act 2020 (“the Act”) i.e. that the personal Information retained (as defined under the Act) is kept safe and only used for the purposes that it was collected. The club collects personal information:

- from members - to fulfil the requirements of the Constitution, allow effective communication with and between members, and administer NZ Bridge player number requirements¹; and
- from others – suppliers, hirers of the Community Rooms, club administrative contacts, etc.

Scope

- The policy is for anyone who provides, collects, accesses, or uses personal information held by the club.
- It is expected that all users and providers of information will:
 - take reasonable care around accuracy of collection;
 - take reasonable care that their own acts or omissions do not adversely affect the security and accessibility of personal information;
 - comply, so far as is as reasonable, with any instruction that is given by the club to allow the club to comply with the Act.
 - cooperate with any reasonable procedure of the club relating to the protection of personal information, and right to privacy.

Policy Statements

- The club will:
 - comply with the Act;
 - collect the minimum amount of personal information it needs to deliver its services and support its members;
 - protect the information held from misuse, loss, unauthorised access, modification, or disclosure. Some of the security measures the club uses includes strict confidentiality requirements of our volunteers and service providers, security measures for system access and security measures for our website;
 - ensure that the personal information it collects, uses or discloses is accurate, complete and up to date; and
 - provide the personal information held to the person to whom it relates, allowing review, update or removal as required.
- By providing personal information to the club, the person consents to its use, storage, and disclosure in accordance with this policy and the Act.

¹ NZ Bridge Privacy Policy applies

- The club's Privacy Officer has responsibility for oversight of implementation of this policy and is the contact point for resolution of any Privacy issues. Requests for personal information held, which can only be requested by the person to whom it relates, should be emailed to the Privacy Officer c/o warkworthbc@gmail.com. The club will respond within 20 days.
- The club will not sell or share the membership list.

Review

- This Policy is owned by the Privacy Officer.
- This policy was reviewed and approved by the Committee at its meeting on 17 February 2026.
- This policy will be reviewed no later than 17 February 2029 or earlier if required.