

Privacy

Kaitoke Pistol Club KPC places a great deal of importance on secure privacy of its members. As a result, a formal Privacy Policy has been developed to detail how KPC collects, stores and uses personal information.

The Policy applies to all KPC members (current, former and including prospective members) and third parties. The Policy may be varied from time to time.

Privacy Principles

What is “personal information”?

Personal information is information about a living, identifiable individual and includes facts or an opinion which identifies the individual or is capable of identifying the individual.

Collection of personal information

KPC collects personal information about its members, and third parties and holds this information as a record. KPC will only collect personal information that is relevant to the club operation and activities. Wherever possible, KPC collects personal information about its members directly from them.

We may collect or be provided with personal information about another person or third party. KPC will use this information in accordance with this Policy.

Storage and security of personal information

KPC stores personal information in a variety of ways including, but not limited to computer systems and databases, hard copy paper files. The Club may store club records in cloud based systems, such as Google. KPC takes reasonable steps to protect personal information from misuse, loss, and unauthorised access.

Access to personal information

members and third parties have a right to any personal information held about them in accordance with the Privacy Act 1993; however, they can only access their own personal information, or information held against their personal record.

KPC will respond to the person requesting access to the personal information within ten (10) working days after a request is received. The response will include whether or not their personal information is held by KPC and if it can be disclosed to them.

Correction of personal information

An individual can request that their personal information held by KPC be corrected.

Accuracy of personal information

KPC relies on the accuracy of its members' and third parties' personal information to efficiently manage club activities. KPC will take reasonable steps to ensure that any personal information it collects, uses, or discloses is accurate, complete and up-to-date.

Retention of personal information

KPC keeps personal information for as long as there is a business need and /or legislative requirements to retain it.

Limits on use of personal information

KPC will not use personal information obtained in connection with one purpose for any other purpose, unless it believes on reasonable grounds that any one of the exceptions set out in Principle 10 of the Privacy Act 1993 applies.

Sharing personal information

KPC may share personal information with some external organisations such as Pistol New Zealand. We may also share information with other pistol clubs within New Zealand to validate shoot numbers and attendance or competition information. We may also share personal information where we are legally obliged to.

Disputes

If you would like to make a privacy-related complaint, please contact our Club Secretary. Their contact details are:

Secretary, Kaitoke Pistol Club P.O. Box 40045, Upper Hutt
Or email secretary@kpc.net.nz

If you are not satisfied with our response, you can refer your complaint to the Privacy Commissioner. Their contact details are available on their website www.privacy.org.nz.