



EQUESTRIAN SPORTS NEW ZEALAND

EQUESTRIAN SPORTS NZ Integrity – Child Protection

SECTION 1: Child Safeguarding Policies

POLICY 4: Privacy Policy

Policy Rationale	Commitment to Te Tiriti O Waitangi Equestrian Sports New Zealand (ESNZ) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. ESNZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation. ESNZ is committed to embedding safeguarding and child protection in our culture. To support our staff, volunteers and contractors to be able to respond sensitively, effectively and efficiently to concerns, we have appointed Child Safeguarding Representatives who are responsible for anything concerning child safeguarding or protection.
Policy Statement(s)	Values ESNZ knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately. Purpose This policy aims to help people involved in ESNZ understand how their personal information may be used and stored by ESNZ.



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	<p>Application</p> <p>This policy applies to all people providing personal information to ESNZ.</p> <p>Personal Information means information about a person.</p>
<p>Policy Documentation</p>	<p>Collection, use and storage of personal information</p> <p>Collecting personal information</p> <p>When you become a member of, or participate in ESNZ Activities, ESNZ 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.</p> <p>ESNZ may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which ESNZ belongs and other organisations which are affiliated to it, for example, Evo events, Main Events, FEI, Sport New Zealand, The New Zealand Olympic Committee, Paralympics New Zealand, and Drug Free Sport New Zealand.</p> <p>Using personal information</p> <p>ESNZ will never sell your personal information.</p> <p>Employees of ESNZ may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary.</p>



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Agents and subcontractors of ESNZ may have access to personal information needed to do their work but may not use it for any other purposes.

ESNZ may be required to share your personal information with the regional organisations and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, Evo events, Main Events, Pony Club, Riding for the Disabled, FEI, Sport New Zealand, The New Zealand Olympic Committee, Paralympics New Zealand, and Drug Free Sport New Zealand.

Your personal Information may be used

- for ESNZ 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

ESNZ 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.

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

ESNZ 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.

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



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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 ESNZ Memberships Team. If you have any concerns regarding Privacy contact Ange Kelly-Smith, ESNZ Privacy Officer.

ESNZ will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about ESNZ's compliance with the Privacy Act should be referred to the ESNZ Privacy officer.

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**.



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Legislative Compliance Considerations	All current and relevant Acts, Regulations and Rules Health and Safety in Employment Act 1992 Oranga Tamariki Act 1989 (previously called Children, Young Persons and their Families Act 1989) Crimes Act 1961- protection of children, Children's Act 2014
Review Protocol	Policy Reviewed By: ESNZ Board Date Reviewed: 9 October 2023 Next Review Date: 9 October 2024