

## **CMFSC Privacy Statement**

Canterbury Masters Figure Skating Club Inc (CMFSC) collect personal information necessary for us to carry out functions and activities. This includes the following three main types of information

### **1 Membership Information**

- 1.1 We collect personal information from you via our membership form, including information about your:
  - Name
  - Contact information – including address, email and phone numbers
  - The date you became a member
  - Age as it relates to membership category
  - We also collect the above information for family members as part of any family membership, provided you have the authorization of the individual(s) to be able to provide that information on their behalf.
- 1.2 We collect your personal information in order to:
  - Provide you with information and activities relating to CMFSC and ice figure skating activities.
  - Meet the requirements of the Incorporated Societies Act 1908 to keep a register of our members.
  - Meet our obligations as an affiliated club of the New Zealand Ice Figure Skating Association Inc. (NZIFSA). All members of CMFSC are deemed to be members of the NZIFSA.
- 1.3 Besides the specified members of our committee, we share:
  - Names, contact details and membership start date with the New Zealand Ice Figure Skating Association (NZIFSA) when requested as required by the NZIFSA Constitution.
  - Information on membership make-up, including age and gender, in a manner that should preclude the identification of any individual, to the NZIFSA for their reporting to Sport NZ.
- 1.4 We keep your information safe by:
  - Only allowing specific members of the CMFSC Committee (President, Secretary, Treasurer and Test & Competition Secretary and Membership Administrator) to have access to the membership lists.
  - Only sharing your contact details with other club members if we gain your specific approval for doing so.
  - Only keeping your information for twelve months after your membership lapses at which point we destroy it by securely erasing all digital and hard copy records.

### **2 Competition and Test Information**

- 2.1 We collect personal information from you via NZIFSA Test & Competition (TC) registration forms, competition entry forms and test registration forms, including information about you:
  - Name
  - Contact information – including address, email and phone numbers
  - Test & Competition registration number
  - Age
  - Citizenship
  - What event(s) or tests you wish to register for
- 2.2 We collect your personal information in order to:
  - Verify identity and eligibility for competitions and tests
  - Manage competitions and tests according to CMFSC and NZIFSA requirements.
- 2.3 Besides the specified members of our committee, we share:
  - Your personal information with the NZIFSA Test & Competition Secretary as required for TC registration and test reporting purposes.

- Entry form information with the relevant competition organizing committee members.
  - Your name, age (or competition age category for those aged 25+), events entered and results, as part of the public record of an event. This may be included in printed or electronic programmes or records of the event. **Please note:** competition and test results will be retained in perpetuity as a part of the permanent record of the sport.
- 2.4 We keep your personal information safe by:
- Only allowing specific members of the CMFSC Committee (President, Secretary, Treasurer and Test & Competition Secretary), relevant NZIFSA Officers, and Competition Organising Committee members to have access to your personal information where it is relevant.
  - Retaining individual competition or test entry form for a period of twelve months following the competition or test, at which point we destroy it by securely erasing all digital and hard copy records.

### **3 Images including Photos and Videos**

- 3.1 Photos and videos may be taken as part of CMFSC activities. Consent for use of images will be gathered as part of membership registration or competition registration. Specific consent will be sought for the use of images not covered by membership or competition registration.
- 3.2 We collect photos, videos and other images in order to:
- Promote the sport of ice figure skating and the activities of CMFSC
  - Celebrate the successes of our members
  - Meet our reporting obligations as an Incorporated Society
- 3.3 We share photos, videos or other imagery:
- On our club website (s), in club newsletters and in annual reports
  - With NZIFSA when reporting on activities of our club or members.
- 3.4 We keep your personal information safe by:
- Storing the photos securely in electronic format and deleting them if requested.

### **Access to and Correction of Personal Information**

As per the Privacy Act 2020, you have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [cmfsc1@gmail.com](mailto:cmfsc1@gmail.com)