



Privacy policy

Our commitment to you

We are committed to protecting your rights when you provide your personal information to Marlborough Orienteering Club.

We do this by:

- ensuring your personal information is secure and used appropriately
- telling you how we will use your personal information
- giving you access to your personal information when you ask for it
- allowing you to update your personal information
- complying with our obligations under the Privacy Act 2020.

We are committed to ensuring that all members, staff, volunteers, contractors and participants are aware of and understand this policy.

Who you can speak to

If you are concerned about how your personal information is used or stored by Marlborough Orienteering Club, you can raise it under this policy either to:

- The secretary of Marlborough Orienteering Club or
- the Sport Integrity Commission – sportintegrity.nz/make-a-complaint

Introduction

1. Marlborough Orienteering Club collects and uses personal information from those it deals with to carry out its activities and functions. Marlborough Orienteering Club acknowledges that individuals care about how their personal information is treated and are entitled to have their privacy rights respected.
2. Marlborough Orienteering Club is committed to complying with its obligations under the Privacy Act 2020 when dealing with personal information, including ensuring privacy rights are protected and that personal information is only used appropriately.
3. Any personal information provided to Marlborough Orienteering Club will be collected, used, stored and shared in accordance with this policy. This policy should also be read in conjunction with any applicable terms and conditions relating to the use of and access to our website and other activities or services.

What this policy does

4. This policy explains how Marlborough Orienteering Club will deal with any personal information that it may collect in connection with performing its activities or functions.

Who this policy applies to

5. This policy applies to the members, staff, volunteers and contractors of Marlborough Orienteering Club as well as all participants involved in [the sport and recreation] activities, events and competitions that we are responsible for, in all circumstances where people provide personal information to Marlborough Orienteering Club, whether directly or via a platform used to manage membership and events. Personal information is information about an identifiable individual.

Te Tiriti o Waitangi

6. Marlborough Orienteering Club is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection and participation. This policy has been prepared in line with this commitment and its text and implementation is guided by the following values and principles.
 - a. Whanaungatanga: fostering positive relationships, connections and a sense of community between participants, particularly for people who are disadvantaged or at risk.
 - b. Manaakitanga: participants are treated, and treat each other, with dignity and respect.

- c. Hauora: physical, psychological, spiritual, family and social wellbeing of participants and recognising sport and recreation should make a positive contribution to participants' wellbeing.
- d. Haumarutanga: the importance of protecting the safety and wellbeing of participants, particularly when they are at risk.
- e. Mokopunatanga: an emphasis on the wellbeing of children and young people, and ensuring future generations thrive.
- f. Pono: acting in a way that is trustworthy, honest and fair.
- g. Utu and ea: reciprocity and opportunities for repairing harm done and restoring a state of balance.

Acceptance of this policy

- 7. By accessing and/or using any of our services, engaging in our activities, events and competitions, or otherwise providing us with your personal information, you acknowledge that you have read and understood this policy, and authorise the collection, use, disclosure and storage and retention of your personal information as described in this policy.

Changes to this policy

- 8. We may change this policy by posting a revised version on our website. The change will apply from the date we post the revised policy on our website. If we make any significant changes, we will endeavour to provide you with reasonable notice on website or by other means such as email.

Collecting personal information

- 9. When you become a member of Marlborough Orienteering Club, or participate in any of the activities, events and competitions that we are responsible for, we will collect personal information about you.
- 10. Personal information we collect will vary, but may include:
 - a. your name, phone number, postal address, email address
 - b. your performance results and health/medical information
 - c. details of your membership with Marlborough Orienteering Club (including the nature of your membership or association and any applicable membership terms and conditions)
 - d. if relevant to a complaint or dispute resolution process, certain sensitive personal information about you such as your age, gender identity, race, ethnicity, religious or cultural beliefs, sexual orientation, disability, and health information.

11. Marlborough Orienteering Club may also collect other information needed to perform its functions, or where required by law.
12. Marlborough Orienteering Club may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which Marlborough Orienteering Club belongs, as well as other organisations which are affiliated to it, for example the New Zealand Olympic Committee, Paralympics New Zealand, or the Sport Integrity Commission, or relevant international sporting organisations.
13. When you use our website we may collect information that is sent to us by your computer, mobile device or other access device. The information that is sent to us may include your computer IP address, referral URL, geo-location and data about the web pages you access. Generally, this information is not personally identifiable data, but to the extent that it is considered personal information for the purposes of the Privacy Act 2020, we will comply with our obligations under law when processing that information.

Using personal information

14. We will only use and disclose your personal information:
 - a. to facilitate the operation of the club as defined in the Marlborough Orienteering Club Constitution
 - b. to verify your identity or to consider an employment or volunteer application
 - c. to review and improve the delivery of the activities, events and competitions that we are responsible for
 - d. to communicate with you about a complaint, investigation or disciplinary process or proceeding
 - e. to conduct research and statistical analysis (on an anonymised basis) and meet our reporting requirements
 - f. to bill you and to collect money that you owe us, including authorising and processing credit card transactions
 - g. for other everyday business purposes that involve the use of personal information
 - h. to protect our rights, property, or safety, or that of our members, participants or others
 - i. to comply with any legal obligations, including as permitted by the Privacy Act 2020
 - j. for any other purpose authorised by you or the Privacy Act 2020.

Disclosing personal information

15. We may, for example, disclose your personal information to:
 - a. community, regional and/or national/international organisations Marlborough Orienteering Club belongs to, other organisations which are affiliated to us that you belong to or have applied for membership of, for example, the Sport Integrity Commission, Sport New Zealand, High Performance Sport New Zealand, the New Zealand Olympic Committee and Paralympics New Zealand
 - b. any service providers we have engaged to provide a service to us. For example, we may engage third parties to provide us with IT, or customer support services
 - c. other parties to a complaint received by Marlborough Orienteering Club to investigate or resolve the complaint (noting that we will generally obtain your prior consent to such disclosure, except in situations where we are required by law to make the disclosure or there is a risk of serious harm to either party)
 - d. any person we believe could provide information that is relevant to whether to investigate a complaint, or to an investigation, including witnesses to complaint matters (please note that we will usually seek agreement to directly contact witnesses)
 - e. our professional advisors, including our accountants, insurers and lawyers
 - f. a person who can require us to supply your personal information (eg, a regulatory authority)
 - g. any other person or organisation authorised by you
 - h. any other person or organisation authorised by the Privacy Act 2020 and/or another law (eg, the New Zealand Police or Oranga Tamariki).

An organisation we disclose to may be outside New Zealand. This may mean your personal information is held and processed outside New Zealand.

Accessing and correcting your personal information

16. You agree that any information you give to us will be accurate, correct and up to date.
17. Subject to certain grounds for refusal set out in the Privacy Act 2020, you have the right to request a copy of the personal information we hold about you (whether we have collected from you directly or from a third party), and to request we amend it if it is incorrect. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

18. In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we are not willing to correct errors that you have identified in your personal information, you may request that we take reasonable steps to attach a statement to the personal information that you requested the correction.
19. We will process your request as soon as possible, and no later than 20 working days after we receive it. We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.
20. We will only retain personal information for as long as it is required for the purposes for which the information may lawfully be used.

Security of information

21. We take all reasonable steps to ensure the personal information we collect is protected against loss, unauthorised access and disclosure or any other misuse. We ensure that any third-party data processors we might use to store and process our data can meet our privacy and security requirements.

Links to other websites

22. Our website may have links or references to third-party websites. This policy does not apply to those websites. If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information. We accept no responsibility or liability for the content or privacy practices of any third-party websites.

How to contact us

23. If you have any queries or concerns about this policy, our handling of your personal information or if you would like to request access to, or correction of, your personal information, please contact us at:
 - a. secretary@moc.kiwi.nz or
 - b. president@moc.kiwi.nz .

Reporting a breach

24. Breaches of this policy includes breaches of any of the [Privacy Principles](#) under the Privacy Act 2020.
25. Any person may report an alleged breach of this policy in accordance with the complaints procedure outlined in Marlborough Orienteering Club's complaints and dispute resolution policy or to the Sport Integrity Commission.

Related policies

- a. Complaints and Dispute Resolution Policy
- b. Mandatory Notification Policy
- c. Disciplinary Policy

Policy approval

26. This policy was approved on 14 January 2026 by David Duncan.

Review of policy

27. This policy must be reviewed by 30 November 2026 and annually thereafter.