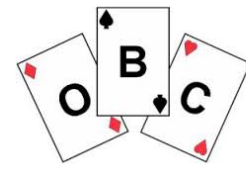


Privacy Policy

Last updated: 10 February 2026



**OREWA
BRIDGE
CLUB**

Privacy enquiries / requests should be addressed to:

Privacy Officer
Orewa Bridge Club
121 West Hoe Road
Orewa 0931
Email: orewabc@xtra.co.nz

Policy Statement

Orewa Bridge Club (OBC) is committed to meeting all obligations and requirements under the Privacy Act 2020, or any Government Emergency Directives, and to the operation and management of a system that ensures the protection of all personal information. This document sets out how the Club may collect, hold, and use personal information. By providing your personal information to the Club, you consent to its use, storage, and disclosure in accordance with this Privacy Policy, the Privacy Policy of NZ Bridge, and the Privacy Act 2020.

The Privacy Act 2020 provides a framework for protecting an individual's right to privacy of personal information, including the right of an individual to access their personal information, while recognising that other rights and interests may at times also need to be considered; and giving effect to internationally recognised privacy obligations and standards concerning the privacy of personal information.

Policy Principles

- OBC will collect the minimum amount of personal information the Club needs to deliver its services and support its members and employees.
- OBC will protect the information it holds from misuse, loss, unauthorised access, modification, or disclosure. Some of the security measures the Club uses include strict confidentiality requirements for our employees, members, volunteers, and service providers, security measures for system access and security measures for our website.
- OBC will ensure that the personal information it collects, uses or discloses is accurate, complete, and up to date.
- OBC will ensure you have access to the personal information held about you, and that you can review, update and correct it. OBC will delete or anonymise personal information when it is no longer required for a lawful purpose.

OBC will have a Privacy Officer, as required under the 2020 Privacy Act, who will have responsibility for oversight and will be the contact point for fast resolution of any Privacy issues.

Scope

This Policy applies to 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 reasonable, with any instruction that is given by the Club to allow the Club to comply with the Act.
- Cooperate with any reasonable policy or procedure of Orewa Bridge Club relating to the protection of personal information, and right to privacy.
- Cooperate and comply with any instruction to delete Member Data from Club or personal devices and provide any undertaking as may be required on resignation or on demand from the committee.

Collection and Use of Information

OBC may collect personal information from members and employees (where applicable) in several ways:

- Enrolling in classes or other educational activities;
- Enquiring about membership and other activities;
- Registering as a member;
- Paying subscriptions (where applicable);
- Applying for and being offered a job (where applicable);

The personal information we may collect includes (as relevant):

- Name and contact details (e.g. email, phone, postal address);
- Membership status and subscription/payment status;
- Information needed to administer bridge events (e.g. NZ Bridge number, grades/ranks where applicable, session entries and results);
- Where applicable for employees: payroll and tax-related details required by law (e.g. IRD number and bank account details).

What information is required and what happens if it is not provided

- Some information is required to register you as a member, contact you about Club activities, and administer participation in Club events.
- If required information is not provided, OBC may not be able to provide membership, enter you into Club events, administer masterpoints/ratings, or provide services you request.

And it will be used for the following purpose (unless you advise us otherwise)

- For the purposes of managing payroll, PAYE, KiwiSaver, and ACC (where applicable);
- For use in the Orewa Bridge Club programme (printed annually and provided to club members);
- For use within the Club to email, mail or contact directly to provide information, request information, or communicate Club activities;
- Provided to NZ Bridge to permit a unique NZ Bridge number allocation and for use within NZ Bridge as set out in the Privacy policies of NZ Bridge;
- For administering bridge sessions, competitions and tournaments, including creating draws, scoring, awarding prizes, and maintaining Club playing records.

NZ Bridge administration and publication of results / points

Where OBC participates in NZ Bridge administration (including allocating NZ Bridge numbers for players, submitting results, and recording masterpoints), personal information such as your name, NZ Bridge number, and event results may be shared with NZ Bridge and may be available within NZ Bridge systems. In addition, some information (such as results, rankings and/or masterpoints) may be published or searchable through NZ Bridge systems as part of normal bridge administration.

Where external providers are used - e.g. an external database management system used to manage subscriptions and other purchases, or a scoring/results system used for bridge administration - Orewa Bridge Club will take reasonable steps to ensure those providers protect personal information and use it only for the services they provide to OBC.

Orewa Bridge Club will not:

- Send communications that you do not expect to receive from us;
- Disclose your personal information (unless authorised to do so) to other club members;
- Sell, rent, or distribute contact information to parties who are not part of our business.

Storage, Access and Correction of Information

You have the right to access information held about you at any time, or for information to be corrected, but may be required to provide proof of identity to access it. You do not have to give a reason for requesting this information and can reasonably expect this to be actioned.

If you request correction of information, OBC will take reasonable steps to correct it. If OBC does not agree that information should be corrected, you may request that a statement of correction be attached to the relevant information.

It is now a criminal offence for a business or organisation to destroy personal information, knowing that a request has been made to access it.

It is illegal for others to mislead the Club to access someone else's personal information or to use that personal information for purposes not authorised by the Club.

Retention and disposal of information

OBC will not keep personal information for longer than is required for lawful Club purposes. As a guide:

- Membership and contact details are retained while you are a member and for a reasonable period after membership ends for administration and audit purposes;
- Financial and transaction records are retained for the period required to meet legal and audit obligations;
- Bridge session/tournament results and masterpoints-related information may be retained as part of the historical record of Club activities and bridge administration;
- Where information is no longer required, OBC will securely destroy, delete or anonymise it.

Credit Card Details via Third Parties

Where the Club uses a third party for services such as managing subscriptions, tournament fees, and tickets, arrangements will be reviewed so that they are compliant. OBC will not store full credit card details unless there is a clear lawful need, and where third parties process payments they will do so under their own secure payment systems.

Privacy Breach

If the Club has a privacy breach, where it has lost control of personal information that could cause or has caused serious harm to an individual, the Club is required to report that to the Office of the Privacy Commissioner and, where required, notify affected individuals as soon as practicable.

The Privacy Commissioner can issue compliance notices. Certain failures (including failing to notify a notifiable privacy breach, where required) may be an offence and can result in fines up to \$10,000 for non-compliance.

The Privacy Commissioner will also be able to order agencies to give people access to the personal information held on them.

Internal Sharing of Information

New legislation requires us to take reasonable steps to ensure that comparable privacy standards protect personal information sent overseas. There is no intention for Orewa Bridge Club to share information with any overseas entity except where the Club uses an overseas-based service provider (for example Pianola which is based in England) to store or process information as an agent for the Club. Where this occurs, OBC will take reasonable steps to ensure information is protected and used only for the services provided to OBC.

Policy review

This policy will be reviewed every two years but may be reviewed more frequently if legislative changes so require, or where specific concerns have been raised about the existing policy that so warrant immediate review.

Ratified by Committee (date): ____ / ____ / ____

Implementation date: ____ / ____ / ____

Signed (President/Chair): _____

Version: __2__ / Adopted: ____ / Next review: ____