

Cycling New Zealand Overview

Purpose: Unlocking People Potential

Vision: A thriving community across the sport of cycling

Values:

- Integrity**
We are honest and transparent, uncompromising in our commitment to strong moral, respectful, and ethical principles
- Innovation**
We constantly look at working smarter and more efficiently – seeking improvement in all we do
- Excellence**
We aim high in everything we do, striving to be better in all we do
- Collaboration**
We connect to achieve our purpose, we build trust in our relationships

PRIVACY

Purpose

Cycling New Zealand (CNZ) may collect, use, and disclose personal information relating to its customers, contractors, suppliers, and employers in the performance of its activities. This policy sets out guidelines to assist CNZ and individuals understand the requirements of the Privacy Act. CNZ is committed to respecting the privacy of both staff and stakeholders.

Scope

This Policy applies to

- (i) CNZ employees, contractors (being an organisation or person with a contract for services), and volunteers of CNZ.
- (ii) Board members, member organisations, clubs, and school cycling teams, affiliated to CNZ.
- (iii) High Performance Sport New Zealand and Sport New Zealand employees and contractors operating within the sport of cycling.
- (iv) Any other support personnel appointed or elected to CNZ.
- (v) All CNZ licenced riders, including national representative and development athletes.
- (vi) Technical officials, including coaches, commissaires and other officials participating in, but not limited to events, camps or training sessions, recognised or sanctioned by CNZ.

It also applies to all assets owned, used, stored, and managed by CNZ, including but not limited to information, hardware, and software.

Definitions

Personal information means any information which tells us something about a specific individual. The information does not need to name the individual, if they are identifiable in other ways, like through their home address.

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The **Privacy Act** is concerned with the content of personal information, rather than the specific form that content is in. This means that all sorts of things can contain personal information, including notes, emails, recordings, photos, text messages and scans, whether they are in hard copy or electronic form.

Collection of data

Cycling New Zealand will only collect personal information if it is for a lawful purpose connected with the activities of the organization. We may collect personal information for any of the following purposes:

- To pay our employees or contractors.
- To enable us to assess the performance of our employees or contractors.
- Where such information is relevant to any disciplinary matter.
- To ensure that our employees and contractors are complying with our various policies and procedures (including but not limited to our drug and alcohol policy).
- To be included (to a limited extent as determined by the employees) on the intranet and email address system in such a way as may be accessed by all Cycling New Zealand employees.
- For security purposes.
- For all other general employment reasons.
- Where otherwise authorized, or legally permitted.

The personal information required will be collected in an open and transparent manner directly from the individual it is about. Cycling New Zealand will take reasonable steps to ensure the individual understands why it is being collected and for what purpose.

Storage and security

Cycling New Zealand will ensure personal information is kept in a secure manner to guard against loss, disclosure, modification, or misuse. Generally, all information should be held on the personnel files.

Limits on use

Information gathered for one purpose may not be used for another. Again, there are some exceptions to this e.g., if the information is publicly available (including electronically through social media or internet) or if use for another purpose is authorized, by the individual.

Limits on disclosure

- Any personal information that we collect for employment purposes will not be sold or provided to any third parties unless compelled by law.
- Personal information may not be disclosed except to the individual concerned or where disclosure is consistent with the purpose, for which it was originally obtained, or the information is publicly available, or disclosure is authorized, by the individual.

Access

- Individuals have the right to access their personnel file, check it for accuracy and request correction.
- The Privacy Act does not allow an individual to request information about another person unless they are acting on that person's behalf and have written permission.
- Cycling New Zealand may refuse a request for access to personal information this include;
 - If a referee/evaluator has requested or been promised confidentiality,

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- If the disclosure would breach legal professional privilege or if disclosure would involve the unwarranted disclosure of someone else's affairs.
- If the disclosure might endanger someone's safety
- Employees will not be permitted to remove their personnel file from the premises or photocopy the file, but facilities will be made available to study the file in private.
- Cycling New Zealand may require the presence of a witness to ensure the security of the file.

Correction of personal information

A person has the right to ask Cycling New Zealand to correct information about them if they believe it to be incorrect. Should Cycling New Zealand not agree that then information needs to be corrected it will attach a statement of correction that clearly shows the individual asked to have it changed.

Accuracy of information

Cycling New Zealand will take reasonable steps to see that the information it holds is accurate, up-to-date, complete, relevant, and not misleading prior to use.

Security monitoring

- From time to time, we may need to install surveillance equipment for security purposes.
- During such surveillance, we may collect personal information about individuals.
- We will not retain such information except for the purposes of security or any disciplinary issue that may arise.

Retention of personal information

Cycling New Zealand will not keep personal information longer than it is required for the purpose it was collected. In the case of wage and time records, information must be kept for seven years. However reasonable timeframes for other information will vary as necessary.

Unique identifiers

Cycling New Zealand will only use unique identifiers when it is necessary. An organisation cannot assign a unique identifier to an individual if that unique identifier has already been allocated to that individual by another organisation. Unique identifiers are individual numbers allocated to people by organisations, for example driving license numbers, passport numbers or IRD numbers.

Complaints

If an individual believes that Cycling New Zealand has breached its obligations under the Privacy Act, they should contact the Privacy Office, or the CEO. The priority will be to investigate and resolve the matter. Should a privacy dispute remain unresolved individuals are also entitled to make a complaint to the Privacy Commissioner.

Breaches

Any breach of this policy, or any part of it, may result in disciplinary action under the individual's employment agreement, contract or other applicable CNZ regulations and policies.

Amendments

CNZ may, at its sole discretion, amend this policy to suit business needs at any time and will provide an update specifying any such amendments.

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References

- Cycling New Zealand Disciplinary Policy
- Privacy Act

Policy Owner:	CEO		
Policy Reviewed By:	People & Culture Manager		
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Approved By:	Board Charman		
Signature:			