



Auckland Diving Community Trust (ADCT) Privacy Policy

1. Purpose

Auckland Diving Community Trust (ADCT) is committed to protecting the privacy of all individuals involved in its activities.

This policy outlines how personal information is collected, used, stored, and protected in accordance with the Privacy Act 2020.

ADCT recognises that appropriate collection, use, storage and sharing of personal information is an important part of protecting the safety and wellbeing of children, young people and other participants.

ADCT recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document and is committed to upholding the principles of Partnership, Protection, and Participation.

2. Scope

This policy applies to all individuals who provide personal information to ADCT, including:

- participants (divers)
- parents and whānau
- coaches and instructors
- staff and contractors
- volunteers
- board/trustees
- officials/judges
- visitors and event participants
- prospective members/participants
- people who make complaints or safeguarding disclosures
- representatives of DNZ and other sporting organisations

This policy applies to all ADCT programmes, activities, events, and online systems.

3. Principles

ADCT will:

- ensure data minimisation by only collecting personal information that is necessary for its activities and operations
- use personal information only for the purposes for which it was collected
- store personal information securely and protect it from loss, misuse, or unauthorised access
- ensure access to personal information is limited to those who need it
- allow individuals to access and correct their personal information
- take particular care when handling information relating to children and young people
- be transparent about what information is being collected and why
- be transparent about what information is being shared and why
- share information lawfully where necessary to protect the safety of a child or another person

4. Information We Collect

When you register with ADCT, we may collect personal information including:

- full name
- date of birth
- gender
- email address
- contact phone number
- residential address
- parent or caregiver contact details
- school name (where relevant)
- payment information
- optional health or medical information relevant to participation
- information relating to accessibility, disability, emergency contacts, safeguarding requirements, or other matters necessary to support a participant's safety

5. How We Collect Information

Personal information is collected directly from you during registration and participation, including through systems such as FriendlyManager.

6. Why We Collect Information

We collect personal information to:

- register and manage participation in ADCT programmes
- communicate about training, events, and organisational updates
- support the safety and wellbeing of participants, including medical and emergency situations
- meet legal and operational requirements
- support the effective delivery and administration of our programmes
- support safeguarding and integrity processes

7. Use and Disclosure of Information

ADCT will not sell personal information.

Personal information may be shared where necessary with:

- staff, coaches, and authorised personnel for operational purposes
- service providers who support our systems and operations (under appropriate privacy obligations)
- emergency services or medical personnel where required for safety
- relevant national or sporting organisations where required for participation, compliance, or reporting purposes

This may include organisations such as:

- Drug Free Sport New Zealand
- Sport New Zealand
- High Performance Sport New Zealand
- Diving New Zealand

Information will only be shared where necessary and appropriate.

8. Storage and Security

ADCT will take reasonable steps to protect personal information from loss, misuse, or unauthorised access.

This includes:

- restricting access to authorised personnel
- secure storage of physical documents
- use of secure digital systems and good data security practices
- maintaining backups and system protections

Where cloud-based systems are used, personal information may be stored on secure servers, including outside New Zealand. ADCT will take reasonable steps to ensure that those providers meet acceptable privacy and security standards.

9. Retention of Information

ADCT will retain personal information only for as long as necessary for operational, legal, and safeguarding purposes.

When information is no longer required, it will be securely deleted or anonymised.

10. Access and Correction

Individuals have the right to access and request correction of their personal information in accordance with the Privacy Act 2020.

Where possible, individuals can update their information directly through their FriendlyManager profile.

For other requests, individuals may contact ADCT directly.

11. Privacy Breaches

If a privacy breach occurs that may pose a risk of harm, ADCT will respond in accordance with the Privacy Act 2020.

This may include:

- investigating the breach
- taking steps to contain and manage the issue
- notifying affected individuals
- notifying the Office of the Privacy Commissioner where required

12. Relationship to Other Policies

This policy operates alongside:

- Membership Terms and Conditions
- ADCT Code of Conduct
- ADCT Complaints Policy
- ADCT Disciplinary Procedure

Concerns about the handling of personal information may be raised in accordance with the ADCT Complaints Policy.

13. Contact

For any questions, concerns, or requests relating to personal information, please contact:

Auckland Diving Community Trust

Email: info@aucklanddiving.co.nz

Privacy Officer: Ellie Price

Email: ellie@aucklanddiving.co.nz

14. Review

This policy will be reviewed annually to ensure it remains aligned with best practice and legal requirements.



DOCUMENT MANAGEMENT AND CONTROL

Approved by the Board of Auckland Diving Community Trust

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