



## Privacy Policy

**Effective Date:** 17 September 2025

Auckland Diving Community Trust ("Auckland Diving") is committed to protecting your privacy and handling your personal information in accordance with the **New Zealand Privacy Act 2020**.

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

This policy applies to all people providing personal information to Auckland Diving. Personal information means information about an identifiable individual.

This policy aims to help people involved in Auckland Diving understand how their personal information may be used and stored by Auckland Diving.

### What information we collect

When you register with Auckland Diving, we ask you for personal information including:

- Full name
- DOB
- Gender
- Email address
- Payment information
- School name
- Residential address
- Parent contact details
- Health or medical information relevant to participation

### How we collect your information

We collect this personal information directly from you during the registration process on the FriendlyManager platform. Personal information may also be collected when you interact with Auckland Diving via email or platforms such as WhatsApp, or when you submit Google forms or forms via Dive Recorder. By registering with Auckland Diving and submitting information via these platforms, you consent to the collection and use of your personal information as described in this policy.



## **Why we collect your information**

We collect this information to:

- Register and manage your participation in Auckland Diving programmes
- Communicate with you regarding training, events, and organisational updates
- Ensure the safety and well-being of our members, especially in relation to health and emergency situations
- Meet our legal and operational obligations

You are not obliged to provide Auckland Diving with any personal information if you do not want to. However, if you don't provide certain information, then Auckland Diving may be limited in its ability to register you or your child and otherwise provide you with services related to the diving programme.

## **How your information is stored and protected**

Employees of Auckland Diving may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary.

Agents and subcontractors of Auckland Diving may have access to personal information needed to do their work but will not use it for any other purposes.

Auckland Diving may be required to share your personal information with Diving New Zealand and other organisations which are affiliated to it that you belong to or have applied for membership of, for example Drug Free Sport NZ, Sport New Zealand, High Performance Sport New Zealand, the NZ Olympic Committee and Paralympics New Zealand.

Your personal information may be used:

- For Auckland Diving activities and operations
- To amend records to remove or update personal information
- For other everyday business purposes that involve use of personal information
- To comply with the law; or protect our rights, property, or safety, or that of our members, or others.

Auckland Diving will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information.

Auckland Diving will keep all physical documents secure, both inside and outside its premises.

Auckland Diving will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices.



Auckland Diving may use cloud computing. Where used, Auckland Diving will ensure that cloud computing solutions meet good practice security requirements.

### **Who we share your information with**

We do **not** sell your personal information. We may share relevant information with:

- Emergency services or medical personnel if required for your safety
- Service providers who support our operations (e.g., payment processors), under strict privacy obligations

Please be aware that if you share information via Auckland Diving social media sites, then this will be visible to anyone who accesses those sites. Similarly, information shared via a messaging application such as WhatsApp will be visible to other members of the group you are messaging.

### **Accessing and correcting your information**

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020. If you want to access or correct your personal information (or your children's) entered into FriendlyManager, please edit your details within your FriendlyManager profile.

Auckland Diving will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about Auckland Diving's compliance with the Privacy Act should be referred to the Auckland Diving Privacy Officer, Ellie Price ([ellie@aucklanddiving.co.nz](mailto:ellie@aucklanddiving.co.nz)).

### **Breach**

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020. Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure: [ADCT Complaints Policy April 2023](#).

### **Contact us**

If you have any questions about this Privacy Policy or wish to access or update your personal information, please contact:

#### **Auckland Diving**

Email: [info@aucklanddiving.co.nz](mailto:info@aucklanddiving.co.nz)