



Privacy and Personal Information Policy

Table of Contents

1. Purpose.....	2
2. Scope	2
3. Guiding Principles (Nga Matapono)	2
4. What Personal Information We Collect	2
5. How Information is Collected	3
6. Purpose of Collecting Information	3
7. Storage and Security of Information.....	3
8. Use and Disclosure of Information.....	4
9. Photography and Media.....	4
10. Access and Correction of Information	4
11. Retention of Information	4
12. Confidentiality	4
13. Breaches of Privacy	5
14. Responsibilities	5
14.1 MSCA Executive Committee	5
14.2 Members and Volunteers.....	5
15. Complaints	5
16. Review	5
17. Legislative and Best Practices References.....	6
18. Version Control	7
19. Document Control.....	8



Maori Sports and Cultural Association

1. Purpose

The purpose of this policy is to ensure that MSCA collects, stores, uses, and protects personal information in a way that:

- Respects the privacy and mana of individuals
- Complies with applicable privacy laws and best practices
- Maintains trust within our community

2. Scope

This policy applies to all:

- Members and participants
- Parents and guardians
- Coaches, managers, and volunteers
- Committee and sub-committee members

3. Guiding Principles (Nga Matapono)

MSCA is committed to:

- **Manaakitanga** – Respecting the dignity and privacy of all individuals
- **Kaitiakitanga** – Safeguarding personal information responsibly
- **Rangatiratanga** – Acting with integrity and accountability

Transparency and fairness in how information is handled

4. What Personal Information We Collect

MSCA may collect (either directly or via a General Committee Member) personal information including (but not limited to):

- Full name and contact details (phone, email, address)
- Date of birth (for age groups/eligibility)
- Emergency contact details
- Medical or health information (relevant to participation)



Maori Sports and Cultural Association

- Payment of billing information
- Photos and video recordings (with consent)

5. How Information is Collected

Information may be collected through:

- Registration and agreement forms
- Online sign-ups or email communication
- Event participation records
- Direct communication with members

6. Purpose of Collecting Information

MSCA collects personal information to:

- Manage registrations and membership
- Organise teams, programmes, and events
- Ensure health, safety, and wellbeing
- Communicate with members and whanau
- Meet legal and governance requirements

7. Storage and Security of Information

MSCA will take reasonable steps to:

- Store information securely (e.g., password-protected systems)
- Limit access to authorised personnel only
- Protect information from loss, misuse, or unauthorised access
- Restrict Third-Party storage of data

Both digital and physical records will be managed responsibly.



Maori Sports and Cultural Association

8. Use and Disclosure of Information

MSCA will:

- Use personal information only for its intended purpose
- Not share personal information with third parties without consent, unless:
 - Required by law
 - Necessary for participation (e.g., competition organisers, governing bodies)

9. Photography and Media

- Photos/Videos may be taken during MSCA activities for promotion and record keeping
- Consent will be obtained through the MSCA Membership and Participation Agreement Form
- Individuals may opt out at any time

10. Access and Correction of Information

Individuals have the right to:

- Request access to their personal information
- Request correction of inaccurate or outdated information

All requests should be made in writing to MSCA and sent to: adim@maorisca.com.au

11. Retention of Information

- Personal information will be kept only as long as necessary and as required by law
- When no longer required, information will be securely deleted or destroyed

12. Confidentiality

All MSCA representatives must:

- Treat personal information as confidential



- Only access information necessary for their role
- Not disclose information without proper authority

13. Breaches of Privacy

In the event of a privacy breach, MSCA will:

- Take immediate steps to contain the breach
- Assess the impact
- Notify affected individuals where appropriate
- Review processes to prevent recurrence

14. Responsibilities

14.1 MSCA Executive Committee

- Ensure compliance with this Policy
- Manage and oversee privacy practices

14.2 Members and Volunteers

- Respect the privacy of others
- Follow MSCA guidelines when handling information

15. Complaints

Any concerns regarding privacy should be:

- Raised with the MSCA General Committee
- Managed under the MSCA Complaints Policy and Procedure

16. Review

This policy will be reviewed regularly to ensure it:

- Reflects current laws and best practices
- Aligns with MSCA values and community expectations



17. Legislative and Best Practices References

This policy is developed in accordance with:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APPs)
 - A set of 13 principles under the Privacy Act that governs:
 - Collection and use of personal information
 - Data security and storage
 - Access and correction rights
 - Transparency and accountability in data handling

These principles form the foundation of best practice privacy management across Australia and apply to organisations, including not-for-profit and sporting bodies.

- Privacy and Personal Information Protection Act 1988 (NSW) (PIPP Act)
- Health Records and Information Privacy Act 2000 (NSW) (HRIP Act)

Not for Profit and Sporting organisations are required to manage personal information responsibly when:

- Registering members and participants
- Collecting medical and emergency data
- Managing volunteers and events
- Collecting personal and private information such as addresses, dates of birth, credit card information



Maori Sports and Cultural Association

18. Version Control

Date	Version	Name	Role	Amendment
06/2026	1.0	Awhina Martin	President	Document Created



Maori Sports and Cultural Association

19. Document Control

Document Information:

Document Title	MSCA Privacy and Personal Information Policy
Author	MSCA Executive
Version Number (current)	1.0
Date Created	June 2026
Last Updated	

Access/Distribution:

Who can view or use this document?	
Where is it stored?	

Review and Approval:

MSCA Executive Only:

Document Status:	Draft
Reviewed by:	
Role:	
Date:	
Approved by:	
Role:	
Date:	
Next Review date:	

Confidentiality

Public	☐	Yes	☐	No
Internal Use Only	☐	Yes	☐	No
Confidential	☐	Yes	☐	No