



## Whiritoa Lifeguard Service

### **Privacy Policy**

This Privacy Policy explains how we handle your personal information to keep it safe, based on the New Zealand Privacy Act and the guidelines from Surf Lifesaving New Zealand (SLSNZ). We collect your information to help us provide better services and to keep everyone safe. We promise to use your information only within our organisation and never share it with anyone else unless we must by law.

### What information we collect

We collect information from our members to help us do our job. This includes:

- Your full name
- Your date of birth
- How to contact you (your address, phone number, and email)

And, depending on your role with us, we may also collect

- Emergency contact details
- Lifesaving awards obtained
- Medical information that helps us take care of you during an event or in an emergency.

### How we use your information

We use your personal information to:

- Keep accurate membership records
- Ensure the safety and wellbeing of our members and beachgoers
- Communicate effectively with our members
- Meet legal requirements and stay compliant with regulations

We respect your privacy. The information we collect stays within our organisation and is not shared with others.

### How we keep your information safe

We take all reasonable steps to protect your personal information from being accessed, used, changed, or shared without your permission. Your information is stored securely, whether on

paper or electronically, and can only be accessed by authorised staff. Our safety measures include:

- Locked filing cabinets / storage for paper documents
- Secure servers with encryption for electronic database records
- Regular checks of our security practices

## How you can access and correct your information

You have the right to see and ask to correct your personal information that we have. If you want to do this, please write to us at [whiritoa.slsc@gmail.com](mailto:whiritoa.slsc@gmail.com). We will respond as quickly as possible and in line with the New Zealand Privacy Act.

## When we might share your information

We will not share your personal information with anyone else without your permission unless the law requires us to. If we do need to share it because of a legal requirement, we will let you know why, unless we are not allowed to by law.

## How long we keep your information

We keep your personal information only for as long as we need it to do our job or as required by law. When we no longer need your information, we will dispose of it safely.

## Changes to this privacy policy

We may change this Privacy Policy from time to time. Any changes will be communicated to you and will take effect immediately.

We are committed to protecting your privacy and handling your personal information with care and respect. If you have any questions or concerns about this Privacy Policy, please contact us at [whiritoa.slsc@gmail.com](mailto:whiritoa.slsc@gmail.com)