



Privacy Statement for Khandallah Tennis and Squash Club (KTSC) **(In accordance with the Privacy Act 2020)***

At Khandallah Tennis and Squash Club (KTSC), we are committed to protecting the privacy and rights of our members, visitors, and participants as required by the **Privacy Act 2020**. This Privacy Statement explains our policies for collecting, using, storing, and disclosing personal information, in alignment with New Zealand privacy law.

1. Information We Collect

- Membership Information: When you join KTSC, we collect personal details including name, contact information (phone, email, address), emergency contacts, and relevant details of any associated family members.
- Financial Information: For processing membership fees, program fees, and other payments, we may collect payment information. This information is securely stored and used solely for authorised payment processing.
- Participation and Event Information: We collect information related to your involvement in KTSC events, programs, or activities to facilitate communication, scheduling, and program management.
- Communication Records: We retain records of our communications with members, including feedback, inquiries, and survey responses, to improve our services.

2. How We Use Your Information

KTSC uses personal information for purposes directly related to club operations, including:

- Managing membership records, processing payments, and handling renewals.
- Communicating with members about club events, programs, updates, and announcements.
- Planning and organising tournaments, training sessions, and social events.
- Gathering feedback to improve club services and facilities.
- Complying with relevant legal and regulatory obligations.

3. Information Sharing and Disclosure

KTSC does not share personal information with third parties for marketing purposes. Information may be shared with trusted service providers and partners who support club activities, such as coaches, provided they comply with our privacy policies and legal requirements under the Privacy Act 2020.

4. Security and Storage of Information

We take reasonable steps to protect personal information from loss, misuse, unauthorised access, or disclosure. Access is restricted to authorized KTSC personnel and service providers who need the information for operational purposes. Personal information is retained only as long as necessary to fulfil club operations or legal requirements, in compliance with the Privacy Act 2020.

5. Your Privacy Rights

Under the Privacy Act 2020, members have the right to:

- Access: Request access to personal information we hold about you.
- Correction: Request corrections if the information is inaccurate or incomplete.

To exercise these rights, please contact KTSC (contact details below), and we will respond to requests in a timely and compliant manner.

6. Changes to This Privacy Statement

We may update this Privacy Statement to reflect changes in our practices or legal requirements under the Privacy Act 2020. Members will be notified of significant updates, and the latest version will always be accessible on our website.

7. Contact Us

If you have questions about this Privacy Statement or your rights under the Privacy Act 2020, please contact us:

Khandallah Tennis and Squash Club

Email: contact@ktsc.org.nz

By joining KTSC, members agree to the terms of this Privacy Statement.