



## Tennis Canterbury Region Incorporated – Privacy Policy

This Privacy Policy governs the use of personal information by Tennis Canterbury Region Incorporated (TCRI).

1. TCRI is committed to complying with its obligations under the Privacy Act 2020 when dealing with your personal information. Any personal information you provide to us will be stored, used and disclosed by TCRI in accordance with this Privacy Policy.
2. You acknowledge that you have read and understood this Privacy Policy, and consent to the collection, use, disclosure, storage and retention of your personal information as described in this Privacy Policy when you access or use our services, or otherwise provide us with any personal information.
3. We may amend and update this Privacy Policy from time to time by posting a revised version on our website and/or App. Any changes will apply from the date we post the updated Privacy Policy on the website.

### How we collect information about you

4. Your personal information will be collected and held by Tennis Canterbury Region Incorporated, Wilding Park Tennis Centre, 111 Woodham Road, Linwood, Christchurch 8062.
5. The type of personal information that we collect will depend on the purpose for which it is collected, but may include:
  - a) name and contact details (including your email address, phone number and postal address);
  - b) payment details and transaction history; and
  - c) club affiliation and membership details.
6. We may collect Personal information about you when:
  - a) you register as a member with a tennis association, member club, sub-association or affiliate of TCRI (**TCRI Member**);
  - b) you access our website or subscribe to any newsletter or publication of TCRI;
  - c) you purchase merchandise, products or services from us, or through us;
  - d) you participate in, purchase tickets to, or otherwise attend, any event or competition run by TCRI;
  - e) you provide details to us in any feedback or contact us form;
  - f) you otherwise contact us through social media, email, telephone or other means;
  - g) you apply for employment or a volunteer position with us; or
  - h) we are required to do so by law.
7. We may collect personal information about you directly from Tennis NZ or TCRI Members, to assist us in performing our functions and our role in supporting these associations and clubs.
8. If you choose not to provide personal information to us on request you may be ineligible to participate in certain events or competitions run by TCRI, or we may be unable to provide certain Services to you, or it may affect the quality of those Services

### How we use and disclose information that we collect about you

9. We will only use and disclose your personal information in accordance with your authorisation and/or for the purposes set out in this Privacy Policy, which shall include:
  - a) to manage and administer your membership and your involvement with the sport of tennis in NZ;
  - b) to provide you with access to and use of our Services;
  - c) to communicate with you;
  - d) to facilitate, develop, run and improve tournament management, events, and competitions operated by TCRI;



- e) to undertake administrative functions associated with our business;
  - f) to conduct market analysis and perform data analytics on customer behaviour and insights in relation to our Services;
  - g) to comply with any legal obligations or as otherwise permitted by the Privacy Act 1993; and
  - h) subject to you providing your consent (in accordance with the Unsolicited Electronic Messages Act 2007), sending you electronic messages to promote and market our Services, or the services of our partners and sponsors.
10. Where you consent to us using your personal information for marketing and promotional communications, you can opt out at any time by notifying us at [communications@canterburytennis.co.nz](mailto:communications@canterburytennis.co.nz) or by clicking the unsubscribe function included in our marketing communications.

#### **Who we may disclose your personal information to**

11. We may disclose your personal information to:
- a) Tennis NZ or other TCRI Members;
  - b) any service providers that we have engaged to provide a service to us in relation to our Services;
  - c) our professional advisors, including accountants, insurers and lawyers;
  - d) any other person or organisation that you have authorised us to disclose your information to; and/or
  - e) any other third party where such disclosure is permitted under the Privacy Act 1993 and/or any other applicable law.

#### **Access, correction and retention of your personal information**

12. You are entitled to access the personal information we hold about you, and to request that we amend it if it is incorrect.
13. We will only retain your personal information for as long as it is required to achieve the purposes set out in this Privacy Policy or as otherwise required by law.

#### **Security of information**

14. Although we take reasonable steps to ensure personal information in our possession is protected and held securely, we do not make any warranties in relation to the security of any information you disclose or transmit to us and we are not responsible for the theft, destruction, or inadvertent disclosure of your personal information where our security measures have been breached.
15. We generally hold your information in New Zealand. However, certain personal information may be transferred and/or stored outside of New Zealand by our third party service providers. Where personal information is transferred outside of New Zealand we will ensure that such third party is required to protect the personal information in a way that is comparable to New Zealand's privacy laws.

#### **How to contact us**

16. If you have any questions regarding this Privacy Policy or wish to access or amend the personal information that we hold about you please contact us at Tennis Canterbury Region Incorporated, Wilding Park Tennis Centre, 111 Woodham Road, Linwood, Christchurch 8062 or by emailing us at [communications@canterburytennis.co.nz](mailto:communications@canterburytennis.co.nz)