

Clubs Privacy notice and membership info



Club membership information

Under the Privacy Act 2020, “personal information” is any information about an identifiable person. This includes things like names, addresses, contact information and student IDs. The information doesn’t have to be “private” for the Privacy Act to apply.

Clubs will collect personal information directly from their members, usually when someone joins.

Clubs should be clear about:

	For example*
The types of personal information collected	Names, addresses, contact information and student IDs
How it will be stored	A University-supplied SharePoint list, a spreadsheet saved securely to a University SharePoint site, or a private social media group
Who will have access to it	Club management, other members of the social media group
Who the information will be shared with	Local, regional or national sports bodies, the University*
Other information about privacy rights	Who to contact with queries or complaints, other privacy information

*See further below

Clubs should set this out in a privacy notice to their members. This can be hosted online and shared, included as part of a membership form, or a printout. You can create a New Zealand privacy notice for free using the Privacy Commission’s [Priv-o-matic](#) tool. This tool has guidance about what is required, and the examples above might be helpful – however you **will** need to adapt these to the specifics of your club, don’t just cut and paste!

The University asks all University-affiliated clubs to share their member information with us. This information is critical for:

- Allocating funding to clubs (see the [Club and Individual Funding webpage](#)).
- Helping us provide support and other benefits to clubs (see the [benefits and support services to clubs](#)).
- Monitoring and reporting on the benefits of clubs to the University community.

The University is committed to managing personal information in accordance with good global privacy practice, the Privacy Act, other relevant laws, the principle of manaakitanga, and the [University’s Privacy Notice](#). Your club does not have to share member information with us, but you will not be eligible for funding or registration/ re-registration if you do not.

In order to make sure your club complies with the Privacy Act, you should include a reference in your privacy notice to sharing information with the University. This could be along the lines of:

We will share member information with the University as outlined in the [University’s privacy notice](#).

or

We will share member information with the University. All member information is held securely within the University Clubs Team, in accordance with the [University’s privacy notice](#). Personalised member information is used for allocation of University funding to clubs. The University also reports on statistical information to the University community, but only after anonymising and aggregating the data first – no individual members will be identified. There are some other circumstances where the University may use or share personalised member information, for example, responding to student health, safety or wellbeing events. These are all outlined in the University’s privacy notice.