



Cook Islands Sports & National Olympic Committee

PRIVACY POLICY

1. POLICY

To ensure that the ethical standards and legal requirements are maintained around the collection and use of personal information and that privacy of athlete information is carried out.

2. SCOPE

The policy covers purpose of collection, access, security and retention of staff and athlete personal information.

3. PRINCIPLES

3.1 Information is collected in an environment of confidence and trust.

3.2 Informed choice.

4. PURPOSE OF COLLECTION

Information shall be collected only where it is necessary to carry out a particular function or administrative activity for Cook Islands Sports & National Olympic Committee. Where information is not required for any specific purpose, it should not be collected. Information collected for one particular purpose should not be used for any other purpose without the consent of the individual.

5. SOURCE OF PERSONAL INFORMATION

All personal information should be collected directly from the individual, unless the information is publicly available or the individual authorises collection from another source.

6. ACCESS TO PERSONAL INFORMATION

In all cases the individual must be aware that information is being collected, and the purpose for which the collection is being made. The individual is entitled to confirm that information is being held, to check that the information is accurate and to correct any errors.

7. SECURITY OF PERSONAL INFORMATION

7.1. Records kept in a computer database should be protected by password.

7.2. Paper based resources should not be kept where they may be accessed by any unauthorised person, and must be kept in a secure cabinet or similar.

8. RETENTION OF PERSONAL INFORMATION

Personal information should not be disclosed to any third party without the express consent of the individual. Computer files should be deleted and paper based resources should be shredded once the information is no longer required. An exception may be made only if it is necessary to avoid prejudice to the maintenance of law and order, or to prevent or lessen a serious and imminent threat to public health and safety, or to individual life or health.

9. PROVISION OF PERSONAL (STAFF) INFORMATION TO EXTERNAL SOURCES

All references for past or existing short term, casual, permanent or sub-contracted staff of CISNOC, whether personal or professional, shall only be issued by the Secretary General /

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Authorised by	Keywords		
	Document Title	Human Resources	Issue Date Oct 2018
	Document Type	Organisational Policies & Procedures	Review Date Oct 2020
	Endorsed by	CEO & Board	Version Version 2



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Chief Executive Officer. The Secretary General / Chief Executive Officer will provide a verbal reference only.

10. PRIVACY OFFICER

The designated Privacy Officer for the organisation is the Secretary General / Chief Executive Officer who will deal with complaints alleging a breach of this policy. Any complaints should follow the External Complaints policy and procedure. The Privacy Officer is also responsible for:

- 10.1. Encouraging the organisation to comply with the code; and
- 10.2. Dealing with requests made to the organisation under the Privacy Act and code: and
- 10.3. working with the Privacy Commissioner in relation to any investigations conducted under the Privacy Act in relation to that organisation; and
- 10.4. Ensuring compliance by the organisation with the Act and the code.

11. EMPLOYEE INFORMATION

- 11.1. All employee files will be held in a secure locked drawer in the office of the Secretary General / Chief Executive Officer.
- 11.2. The following staff only have authorization to access employee files solely for administrative purposes: Secretary General / Chief Executive Officer, Line Manager and Finance/Admin Coordinator

Other Relevant Documents:

Clients Code of Rights
Confidentiality Agreement
Client Feedback Form

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