New Zealand Ju-Jitsu Federation (NZJJF)

Privacy Policy

BACKGROUND	The Privacy Act 2020 introduces greater protections for individuals and some new obligations for businesses and organizations. The changes include the requirement to report serious privacy breaches to the Privacy Commissioner and to affected people. The Privacy Commissioner has new powers to help people access their own information and to require businesses and organizations to comply with the law. There are increased fines for organizations that do not comply, and there are new rules when sending personal information overseas. The New Zealand Ju Jitsu Federation in its operation as the National Sporting Organisation (NSO) must comply with the Privacy Act 2020.
PURPOSE	The purpose of this policy is to ensure that the New Zealand Ju Jitsu Federation (NZJJF) as the National Sporting Organisation (NSO) for Ju Jitsu complies with the Privacy Act 2020 in all aspects of information held by the NZJJF as may be appropriate. Personal information is precious and must be treated with care, with respect and be protected.
POLICY	This policy has been developed to provide guidelines in relation to: a. The collection, use and disclosure of personal information b. The storage and protection of personal information c. Access by each individual to personal information held by the NZJJF.
LEGAL ASPECTS	The Privacy Act 2020
ACKNOWLEDGEMENT	The NZJJF would like to thank The Office of the Privacy Commissioner (OPC) for their help in the writing of this policy and in developing and promoting a culture within the NZJJF in which personal information is protected and respected.
GUIDELINES	The NZJJF will ensure that procedures regarding the collection, storage, use and disclosure of information will comply with the Privacy Act 2020 and the information privacy principles set out in that Act.
PRINCIPLES OF THE PRIVACY ACT SUMMARY	• **Principle 1 – Purpose for collection:** Organisations must only collect personal information if it is for a lawful purpose connected with their functions or activities, and the information is necessary for that purpose. When asking people for their personal information, you should carefully consider why you are collecting it. If the personal information you are asking for is not necessary to achieve something closely linked to your organisation's activities, you should not collect it. • **Principle 2 – Source of information:** The personal information should be collected directly from the person it is about. The best source of information

about a person is usually the person themselves. Collecting information from the person concerned means they know what is going on and have some control over their information.

- **Principle 3 – What to tell an individual:** The organisation should be open about why they are collecting personal information and what they will do with it. When an organisation collects personal information, it must take reasonable steps to make sure that the person knows.
- **Principle 4 – Manner of collection:** Personal information must not be collected by unlawful, unfair, or unreasonably intrusive means. When an organisation collects information about a person, it must do so in a way that is fair and legal. If you break a law when collecting information, then you have collected information unlawfully. What is fair depends a lot on the circumstances.
- **Principle 5 – Storage and security:** Organisations must ensure there are safeguards in place that are reasonable in the circumstances to prevent loss, misuse, or disclosure of personal information.
- **Principle 6 – Access to personal information:** People have a right to access their own personal information. Generally, an organisation must provide access to the personal information that it holds about someone if the person in question asks to see it. People can only ask for information about themselves. The Privacy Act does not allow you to request information about another person unless you are acting on that person's behalf and have written permission. In some situations, an organisation may have good reasons to refuse access to personal information. For example, the information may involve an unwarranted breach of someone else's privacy or releasing it may endanger someone's safety.
- **Principle 7 – Correction of personal information:** A person has a right to ask an organisation or business to correct information about them if they think it is wrong. If an organisation does not agree that the information needs correcting, it must attach a statement of correction that clearly shows the individual asked to have it changed.
- **Principle 8 – Accuracy of personal information:** An organisation must check before using personal information that it is accurate, complete, relevant, up to date and not misleading.
- **Principle 9 – Retention of personal information:** An organisation should not keep personal information for longer than it is required for the purpose it was collected.
- **Principle 10 – Use of personal information:** Organisations can generally only use personal information for the purpose it was collected. Sometimes other uses will be allowed, such as if the new use is directly related to the original purpose, or if the person in question gives their permission for their information to be used in a different way.
- **Principle 11 - Disclosure of personal information:** An organisation may only

Privacy Policy

disclose personal information in limited circumstances.

- **Principle 12 – Unique identifiers:** An organisation can only use unique identifiers when it is necessary. An organisation cannot assign a unique identifier to a person if that unique identifier has already been given to that person by another organisation. Unique identifiers are individual numbers, references, or other forms of identification allocated to people by organisation's, such as driver's license numbers, passport numbers, or IRD numbers.

PRIVACY OFFICER

The NZJJF has appointed a privacy officer who will promote and protect individual privacy. The privacy officer has the responsibility of:

- Ensuring that the members of the NZJJF adhere to the principles contained in the Privacy Act in all aspects of their operation.
- Informing new committee members of the NZJJF's commitment to the principles contained in the Privacy Act.
- Updating the NZJJF on any changes to the Privacy Act and informing them of any current commentary and best practice examples in the media.
- Ensuring appropriate access to permissions in all databases and files within the organisation.
- Ensuring that data and files are protected from access outside of the organisation and that processes leave no room for erroneous transmission of data.
- Dealing with requests for access to personal information, or correction of personal information.

The NZJJF has appointed the Director of Sport as Privacy Officer. In the absence of the Director of Sport, the Chairman will be acting Privacy Officer.

PRIVACY DATA

All forms collected by the NZJJF containing personal information will comply with the Privacy Act 2020.
Databases developed by the NZJJF for collecting and containing personal information will comply with the Privacy Act 2020.
All NZJJF operational policies, practices and procedures will have due regard to Privacy Act 2020 considerations.
All personal information provided to the NZJJF in the course of its operation as the NSO for Ju-Jitsu will be used only for purposes consistent with its operation as the NSO for Ju-Jitsu.

COMPLAINTS AND DISCIPLINARY ACTION

All complaints around privacy reported to the NZJJF and any according disciplinary action will be actioned according to the procedures set out in the Rules and Regulation of the New Zealand Ju Jitsu Federation, in accordance with its Protected Disclosure Policy and with due regard to Privacy Act 2020.

Privacy Commissioner
Te Mana Mātāpono Matatapu

New Zealand Ju-Jitsu Federation (NZJJF)

Privacy Policy

Any privacy breaches will be assessed using NotifyUs to work out if a breach is notifiable and to report it to the Privacy Commisioner. Under the Privacy Act 2020 any privacy breach that is likely to cause anyone serious harm, is legally required to be notified to the Privacy Commision and any affected persons as soon as practicable.

References

[1] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Rules-and-Regs-2024Constitution.pdf

[2] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Protected-Disclosure-Policy-2019.pdf

[3] https://privacy.org.nz/privacy-for-agencies/privacy-breaches/notify-us/

PRIVACY STATEMENT

The NZJJF will collect personal information from all its members, including information about their:

- name
- contact information
- interactions with us
- ethnicity
- date of birth
- gender
- criminal records checks
- ju jitsu qualifications and grades

The NZJJF collects personal information in order to operate as the National Sporting Organisation (NSO) for Ju Jitsu

Besides our staff, we share this information with Sport New Zealand and Ju Jitsu competition entities in order to operate as the National Sporting Organisation for Ju Jitsu.

Providing some information is optional, but if members choose not to enter information on ethnicity, date of birth or gender, we'll be unable to provide reports on equitability of access to drive our future NSO strategy.

We keep your information safe by storing it in encrypted file storage and only allowing NZJJF Committee members to access for the sole purpose of administration of our NSO.

We keep your information for the time period that you remain active in Ju Jitsu in New Zealand until two years from your retirement from the sport at which point the NZJJF will securely destroy it by securely erasing all digital files.

INFORMATION REQUESTS

All members have the right to ask for a copy of any personal information the NZJJF holds about them, and to ask for it to be corrected if they think it is wrong.

All members can ask for a copy of their information, or to have it corrected, by contacting the NZJJF Privacy Officer, or the NZJJF Chairman by e-mail.