

HPSNZ Consent to the Collection, Use and Storage of Personal Information

1. About HPSNZ

- High Performance Sport New Zealand (HPSNZ) is a crown subsidiary of Sport New Zealand, and works with National Sporting Organisations (NSOs) to enable and empower world class sporting performances that inspire New Zealanders.
- To enable repeatable success for New Zealand, HPSNZ provides investment, financial input and capability support to NSOs, athletes and coaches. HPSNZ places carefully chosen teams of experts around elite athletes and coaches, and through a holistic and collaborative approach with NSOs, provide the additional resources, knowledge and inspiration needed to enhance their world-beating capability. Services include the provision of sports science advice, medical advice, athlete career and education, coach support and sport performance focused training services.

2. Why is HPSNZ collecting personal information?

- HPSNZ collects personal information about athletes and coaches that it supports to ensure that those athletes and coaches have access to quality support at the right time and at the right location, to optimise their development, performance, and transitions through the pathway.
- To keep increasing our competitive advantage, we also use that information to continuously evaluate the effectiveness of our services and programmes.
- We also use that information to meet our reporting requirements to our board and our parent body Sport New Zealand and to tell our story to the public so they can see what we are doing, how well we are doing it, and that our funding is being put to good use.

3. What personal information will HPSNZ collect?

- HPSNZ will collect a variety of information about athletes or coaches, and this may include:
 - general factual information (such as your address, contact details, photos etc);
 - details about the investments and services we provide your sport from which you will directly benefit, and when those services were given;
 - information from your training and performance, such as your IPP or Professional development plan;
 - information about your physical and mental health, such as medical screening info, physician notes;
 - information about wellbeing and life outside the sporting environment, such as transition support, and
 - any other information that you choose to share with any HPSNZ employee or contractor or person working with HPSNZ about your sporting or personal life.
- At any point in time, you can ask us to provide you with copies of information that we hold about you and ask for corrections should you have concerns about its accuracy.

4. What will the information be used for?

- We use your information to identify the right people to put around you, and the treatments, resources and plans to best support your wellbeing and performance. We may also use it to evaluate our programmes, to promote the system and report to our parent body. In doing so, we may use your information:
 - a) to confirm services that have been provided in accordance with your NSO's Service Plan requirements, prior to invoices being paid,

- b) to assess your progress and to assist you in your preparation for your sporting events and competitions,
- c) to enable HPSNZ service providers to provide you with relevant advice by ensuring they have access to all the necessary information about you,
- d) to undertake research that will lead to an enhancement of HPSNZ services; and
- e) to provide you with education and learning opportunities; and
- f) to assist in the event of an emergency or where there is a risk of harm to you or others;
- g.) specifically your name, sport, discipline, and region on our website and on our supported athlete or coach list.

(together, the Purpose)

- It is a condition of being a supported athlete or coach that your information can be collected, stored, used and shared in furtherance of the Purpose.

5. Who will have access to this information?

- Access to HPSNZ's information systems and secure electronic databases will be strictly limited to staff at HPSNZ or HPSNZ contracted service providers who need to access or use it to meet the Purpose.
- However, we take a holistic team approach to helping you thrive in your sporting and non sporting lives and that means we may need to share your information with your team so we can all be on the same page and work together with you. Information may be disclosed to:
 1. Staff at your NSO, including national coaches, High Performance Directors, medical officers and physiotherapists;
 2. DFSNZ;
 3. ACC;
 4. SportNZ;
 5. Police or other governmental agency; and/or
 6. other persons authorized by you, such as your named personal coach (if applicable)
 as required to meet the purpose;
- In all cases, we will only ever share the minimum amount of personal information required to meet our purposes. For example, we may need to tell your NSO that you have an issue in your personal life that we are working on with you because it is affecting your training, but we may not need to tell them what that personal issue is.
- If we can meet our purposes by sharing de-identified information, then we will do that. For example, when we report to Sport New Zealand about our work, we de-identify information to the extent possible, while still meeting our reporting obligations to it.
- Because we are a public sector organisation, we are covered by the Official Information Act, which gives members of the public the right to ask us for any information we hold. The assumption under the Official Information Act is that information should be made available. However, we will always consider your privacy interests before we respond to requests for information from the public and protect them to the extent allowed under the law.

6. How and where will this information be stored?

- We store most of the personal information we collect or generate on our secure content management systems Smartabase and Salesforce. Medical practitioners that we contract to provide services to you may store your health information on their own practice management systems.
- Due to our mobile workforce, some information is exchanged by email and by password-protected document-sharing platforms, or held on devices and local drives. We encourage staff and contractors to keep information stored or shared in these formats to a minimum.
- Smartabase information is stored on servers in Australia and our Salesforce information is store on a server in Japan.

7. For how long will my information be stored?

- We retain personal information about athletes and coaches after they have stopped using our services so we can maintain long term statistical records and performance analysis. We retain health information for at least 10 years from the date of your last consultation, unless you ask that the information is transferred to you or another healthcare provider. This is a legal requirement.

8. What happens if I do not want my information to be collected, stored and used by HPSNZ?

- If you do not want information to be collected, used and stored by HPSNZ in this way, you can choose not to use this App. You might like to discuss this further with the Legal Counsel at HPSNZ prior to making a decision as your decision may mean that you will not be eligible to receive certain services from HPSNZ or other benefits associated with being supported.

9. What happens if, during a consultation with a service provider, there is information discussed that I do not want to be collected, used and/or stored?

- You can always ask us about what information will be shared if you are unsure and if there is specific information you do not want to be shared with others you can discuss this with us and we can explore what options are available. We will always be open with you about how we are going to share your information.
- You have the right to request that your personal information (or any part of the information collected) not be collected, used and/or stored in a particular way.
- However, non-collection, use or storage of certain personal information may impact upon HPSNZ's ability to pay for or provide follow-up or future services and may also impact upon your selection or performance opportunities. HPSNZ may be required to advise your NSO of the fact that you have sought not to have certain information collected.
- It is envisaged that these situations will be limited and that consultation should ensure that sufficient information can be collected, used and/or stored to satisfy you, and the objectives of both the NSO and HPSNZ.

10. What do I do if I still have more questions?

- If you have further questions concerning the collection, storage, use or sharing of information by HPSNZ and the service providers you should contact the Legal Counsel at HPSNZ.

11. How do I give my informed agreement?

- By using this App or agreeing for someone on your behalf to use this App, you agree to the type of personal information about you being collected, used and disclosed by HPSNZ in accordance with this form.