



Touch Canterbury Incorporated

18 March Place

P.O.Box76213

Belfast

Christchurch

Phone: +64 3 323 6102

Email: admin@touchcanterbury.co.nz

5th September 2012

Dear Touch Canterbury Members,

A number of modules have asked for clarification around the collection of personal information on Touch Canterbury's and Touch New Zealand's behalf. This letter will hopefully clarify most issues. It should be noted that we are still growing and learning and that all feedback is greatly appreciated.

Background

There are a number of background matters that should be understood. Firstly Touch Canterbury believes it is best practice for any organisation to know and understand its customers. All the major sporting organisations collect participant information and Sport NZ (what was SPARC) and other funders are now requiring specific participation data as part of their funding of community sport.

Secondly the requirement to provide individual player information by modules to Touch Canterbury is contained in Touch Canterbury's Constitution although to date this requirement has not been applied.

Affiliation to Touch Canterbury gives members a number of benefits including access to Christchurch City Council fields at no cost but also requires members to abide by the rules contained in the constitution. The Touch Canterbury constitution is attached for your reference.

Thirdly Touch New Zealand has issued a very clear instruction that individual registrations must be completed this season with significant cost implications for Touch Canterbury if they are not. Obviously if this situation eventuates it may threaten Touch Canterbury's financial viability which inevitably will lead to a review of its affiliation model and fees.

And finally Touch Canterbury is committed to adding value to all our members and to do so we need to understand who they are, what they want, and be able to communicate with them should they choose so.

Implementation

We have found with all our junior modules and our senior one at North Hagley, that once teams are aware they have to give these details they do so without much fuss. So far we have almost 100% compliance from these modules.

The most cost effective method for modules and Touch Canterbury is to require the teams to complete the PDF entry form. Excel spread sheets are another option but hand written team sheets are usually not sufficiently legible to be useful and we do not have the resources to enter the data manually onto the database.

Touch Canterbury is happy to work with any individual modules to help implement this new process. If you would like help then we ask that you make contact with us as soon as practical.

Touch Canterbury's Privacy Policy

We have read the privacy principles as stated on www.privacy.org.nz and feel the following information is relevant to you and your members.

The purpose for collecting the information

The information collected is for a lawful purpose and is connected with the function or activity of Touch Canterbury, and the collection of the information is necessary for that purpose.

That purpose is to better know, understand, report on, serve and communicate with our members.

Storage and security

Touch Canterbury will ensure that the information is protected, by such security safeguards as is reasonable in the circumstances to take, against the loss, access, misuse, modification, or unauthorised use and disclosure.

Touch Canterbury may store this information for as long as is reasonably necessary to achieve these purposes.

Touch Canterbury will never make this information available to any company (other than Touch New Zealand), module or competition.

Access and correction of personal information

Every individual that we hold information on is entitled to confirmation on whether or not we hold such personal information, can have access to that information, and the ability to correct it.

Conclusion

Touch Canterbury fully supports Touch New Zealand's drive to gather more information on our playing members. The collection of this information will in the long run, better the game of Touch for all.

As previously stated we are learning and developing. We understand that Touch New Zealand, Touch Canterbury, modules and members will not get this 100% right straight off. As such a review of the process will be conducted at the conclusion of the season.

If you have any questions or comments please contact me at your leisure. For now we hope you are looking forward to a great season.

Kind Regards



Bruce Morton
Regional Manager
Touch Canterbury