



Data Privacy Protection Policy (Privacy Statement)

Document owner	Richard Breen / OTF Privacy Officer
Version	v1.1
Approved by	OTF Board 16 June 2026
Effective date	1 September 2026
Next review date	June 2028
Applies to	OTF activities, events, programs, and website use

1. Purpose and scope

This Privacy Statement explains how Oceania Tennis Federation (OTF) collects, uses, stores, shares, and protects personal information in compliance with the New Zealand Privacy Act 2020, OTF safeguarding requirements and the international data protection standards followed by the International Tennis Federation (World Tennis). The guiding principles are set out in Appendix 1.

It applies to all personal information handled by OTF in connection with its programs, tournaments, training, events, safeguarding work, administration, and online services.

It covers players, parents and guardians, coaches, officials, staff, Board members, volunteers, contractors, member organisations, and other individuals whose information OTF handles.

2. Who we are and how to contact us

Oceania Tennis Federation is the regional tennis organisation for Oceania.

Privacy Officer: Richard Breen, richard@oceaniatennis.com, +679 7990065].

Privacy requests, questions, and complaints should be sent to the Privacy Officer using the details above.

3. What information we collect

OTF may collect identity information, contact details, participation information, travel information, safeguarding information, medical or disability information where relevant, background check information, financial or payment information where needed, and website or communication data.

This may include name, date of birth, gender, nationality, passport details, phone number, email address, address, emergency contacts, tournament entries, training records, attendance logs, incident reports, criminal checks, vetting information, risk assessments and similar records.

We may collect information directly from the individual, from parents or guardians, from member organisations, from the ITF, from event organisers, or from other third parties where appropriate.



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4. Purposes: Why we collect it

OTF collects and processes personal information to ensure the safety and welfare of children and adults in tennis, meet safeguarding obligations, organise tournaments, training, and events, facilitate travel and accreditation, communicate with participants and stakeholders, and comply with legal and regulatory requirements including host-country laws.

If OTF needs the information for another purpose, we will tell the person concerned unless an exception applies.

5. What happens if information is not provided

If the information OTF asks for is not provided, OTF may be unable to register a person, provide services, meet safeguarding obligations, arrange travel or accreditation, or allow participation in some activities. In some cases, OTF may still be able to proceed with limited participation or alternative arrangements, depending on the circumstances.

6. Legal basis for processing

OTF will only process personal information where there is a lawful basis for doing so under applicable privacy law.

Depending on the circumstance, this may include consent, legal obligation, legitimate interests, and vital interests.

Consent may be used, for example, for parental consent for using images of children.

Legal obligation may apply where OTF must comply with safeguarding, child protection, or host-country laws.

Legitimate interests may apply where OTF manages safe and effective tennis operations while respecting individual rights.

Vital interests may apply where personal data is needed to protect someone's life or prevent immediate harm.

7. How we use and share information

OTF may use personal information for administration, event delivery, safeguarding, travel, accreditation, communications, background checking, reporting, and legal compliance.

OTF may share information with member tennis organisations, the International Tennis Federation (World Tennis), national federations, event organisers, safeguarding personnel, medical personnel, police, child protection services, courts, regulators, and other statutory or legal authorities where necessary.

OTF may also share information with approved contractors, service providers, and subcontractors who assist with the delivery of OTF functions, provided they only use the information for the agreed purpose.

Where required, OTF will tell individuals before sharing their information, unless doing so would create a safeguarding or legal risk.



8. Confidentiality and safeguarding disclosure

OTF will never sell an individual's personal information.

Agents and subcontractors may access personal information only where needed for their work and must not use it for any other purpose.

OTF will usually seek consent before sharing personal data, except where sharing without consent is necessary to protect a child or adult, prevent or report a crime, respond to a risk of significant harm, or protect others from harm.

Sensitive safeguarding information will be shared on a strict need-to-know basis.

9. Website, forms, and online information

If OTF collects information through websites, forms, apps, newsletters, email, cookies, or analytics, OTF may collect the information entered into those tools, technical information about how they are used, and any preferences selected by the user.

OTF may use this information to operate the website, respond to enquiries, manage registrations, improve services, and communicate with users.

10. Storage and security

Personal information will be stored securely, with access restricted to authorised staff, Board members, volunteers, contractors, or service providers who need access for their role.

Digital records will be protected by passwords, access controls, and other appropriate security measures.

Physical records will be kept in secure storage facilities with restricted access.

Sensitive safeguarding data such as case records or medical information will be kept confidential and subject to additional protections.

11. Retention and disposal

OTF will keep personal information only as long as necessary for the purposes for which it was collected or as required by law.

Retention periods will be set out in a Data Retention Schedule covering key record types such as membership, events, finance, safeguarding, and complaints records.

When information is no longer needed, it will be securely deleted, destroyed, or anonymised so that the individual cannot reasonably be identified.

12. Rights of individuals

Individuals may have rights to request access to their personal information, request correction of inaccurate information, request deletion in appropriate circumstances, and restrict or object to processing where applicable.

Requests should be made to the Privacy Officer using the contact details above.



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OTF will respond in accordance with applicable law and may refuse or limit a request where legal, safeguarding, or operational reasons require it.

13. Complaints and breaches

Any privacy concern, complaint, or alleged breach should be reported to the Privacy Officer as soon as possible.

OTF will investigate complaints promptly and may involve management, the Board, safeguarding personnel, or external authorities where necessary.

Where a privacy breach is likely to cause serious harm or otherwise requires notification, OTF will respond in line with applicable legal obligations.

14. Review and version control

The most recent version of this policy will be published on the OTF website together with the Privacy Officer contact details.

Reference to this policy and website link will be provided in all relevant communications, forms (eg tournament entries) and documents.

OTF Management will maintain a Data Privacy Protection Plan to enact this policy. The plan will include but not be limited to a Data Retention Schedule and Privacy Breach Response Process.

This policy will be reviewed every two years, or earlier if there are relevant legal, operational, safeguarding, or ITF guidance changes.

Any material changes should be approved by the OTF Board.

Version History	Summary of Edits
V1.0 Approved OTF Board 16 June 2026	Board Approved Pending Legal Review
V 1.1 Approved by Governance Committee	Minor Edits from Legal Review



Appendix 1. Data Protection Principles

1. Fair, lawful, and transparent

Individuals must be told how and why their personal information is processed, in clear and understandable language.

2. Collection only for a lawful and necessary purpose

Personal information must only be collected for a lawful purpose connected with OTF's functions or activities, and only where the collection is necessary for that purpose. If OTF can carry out the purpose without identifying someone, OTF should not require identifying information.

3. Fair and lawful collection

Information must be collected by lawful means and in a fair way. In particular, when information is collected from children or young people, OTF should take care that the collection does not intrude unreasonably into personal affairs.

4. Data quality and accuracy

Personal information must be relevant, accurate, complete where necessary, and kept up to date where required (eg a player's registered email address). OTF should avoid collecting an excessive amount of personal data.

5. Accuracy before use or disclosure

Before using or disclosing personal information, OTF must take reasonable steps to ensure the information is accurate, up to date, complete, relevant, and not misleading.

6. Limitation on use and sharing

Personal information should only be used and shared for the stated Purposes and in line with the information provided to individuals, unless a lawful exception applies.

7. Security

Personal information must be protected by security safeguards that are reasonable in the circumstances against destruction, loss, access, use, modification, disclosure, or other misuse.

8. Retention

Personal information must not be kept for longer than is required for the Purposes for which it may lawfully be used. Once no longer required, it should be securely deleted, destroyed, or anonymised. OTF must implement rules on retention and maintain a Data Retention Schedule.

9. Correction rights and notification

Individuals may request access to and correction of their personal information and may provide a statement of correction if they disagree with OTF's records. Where OTF corrects information, or attaches a statement of correction, it should take reasonable steps to inform any other person to whom the information has been disclosed, where practicable.