



# OCEANIA FOOTBALL CONFEDERATION INCORPORATED EXTERNAL PRIVACY POLICY



## OUR PRIVACY COMMITMENT

OFC is committed to ensuring that it handles personal information following best practice and in a way that respects the privacy rights of individuals. To achieve this OFC has established an overall Privacy framework, which includes this External Privacy Policy **(the Policy)**.

This Policy sets out OFC's procedures for the collection, use, retention and disclosure of personal information and is intended to be a source of information for those who may provide personal information to OFC. OFC encourages you to read this Policy in depth to assist you in making informed decisions about sharing your personal information on this platform.

OFC is guided by the following privacy principles when managing personal information:

- **Purpose:** personal information is only collected for a specific, legitimate reason.
- **Respect and Care:** personal information is used for a lawful basis in accordance with the Privacy Act 2020 (Privacy Act) and our obligations under it.
- **Data Minimisation:** only the personal information we need is collected and used.
- **Transparency:** OFC is open and transparent about what and how personal information is collected, processed and shared.
- **Choice and Control:** OFC provides individuals with the choice to provide OFC with their personal information and respects their right to control and access their information where appropriate.
- **Confidentiality Integrity and Availability:** OFC uses technical and organisation safeguards to protect personal information.

### PRIVACY ACT 2020 – rights and obligations

OFC's External Privacy Policy is informed by its obligations under the Privacy Act 2020.

OFC is bound by New Zealand privacy laws' requirements, which regulate how OFC may collect, store, use, and disclose your personal information. Those laws also specify other requirements, such as how individuals may access, correct and delete information held about them.

For the purposes of this Policy, "Personal information" is any information which directly or indirectly relates to an identifiable individual. This includes but is not limited to names and contact information, demographic information, financial information, technology information such as IP addresses and log in information etc. This External Privacy Policy sets out how we comply with our privacy obligations, including under the New Zealand Privacy Act 2020.

## COLLECTION AND USE OF PERSONAL INFORMATION

OFC is a Confederation recognised by the Fédération Internationale de Football Association (FIFA). OFC is responsible for improving, promoting and regulating the game of Football in the Oceania region. To carry out its functions, OFC collects and uses personal information through different platforms.

In the course of developing the game of football, OFC hosts competitions and events, provides informational and educational services and provides interactive online platforms to foster relationships and improve the game of football and has social responsibility programmes, organisational, commercial, marketing, developmental, and disciplinary activities for football in the Oceania region and other services which are relevant to OFC's operations.

**Services** our operations rely on the collection of personal information that you submit with your authority, to enable us to better provide you with our Services.

A few examples of how OFC may use your personal information include:

- providing information and training (either in person or online courses)
- contacting you to tell you about football news
- providing football insights to viewers in connection with your role
- assessing your suitability, eligibility, and qualifications for participation in OFC competitions, roles and events, including to book travel in connection with your role
- carrying out disciplinary proceedings in connection with your role

Where applicable, your information will also be used to allow OFC to carry out our commercial activities and provide you with the most relevant and innovative solutions, such as, but not limited to, creating online content, live streaming & merchandising.

By providing your personal information to us and using our services, you consent to our collection, storage, use and disclosure of your personal information (including any sensitive information you provide) following this External Privacy Policy.





## CHANGES TO THIS EXTERNAL PRIVACY POLICY

We may amend the terms of this Policy from time to time and will notify you of any changes by posting an updated version on our website. It is your responsibility to check this External Privacy Policy periodically for changes.

Your continued use of our Services following notification of any changes to this External Privacy Policy constitutes acceptance of those changes. If you do not agree with any aspect of the updated External Privacy Policy, you must tell us and immediately cease all use of our Services.

## WHAT INFORMATION DO WE COLLECT?

**Information you provide to us directly:** We may collect personal information directly from you when you provide any information in connection with your use of our Services. A few examples include:

- Personal details: given name(s) photograph, passport details, qualifications/ education/ employment history, disciplinary sanctions (if any), referee reports, health records, fitness tests, and other typical content provided as part of our competition management and registration process.
- Demographic information: gender, date of birth, age, nationality, title, languages spoken.
- Contact details: correspondence address, telephone number, email address, details of your public social media profile(s).

**Sensitive information you provide:** We may collect or obtain sensitive information directly from you (for e.g. health information such as your vaccination records, Covid 19 test etc.).

**Information we get from third parties:** We collect or obtain personal information from authorised third parties (e.g., Member Associations, FIFA, recruiters, credit reference agencies, government agencies). This includes public information, references, results from former employers, eligibility checks under the OFC Governance Regulations, health information, competency tests, or background checks such as working with children risk assessments, credit and criminal record checks.

**Information we collect automatically:** We may automatically collect personal information about you when you visit our websites or use our Services, like your IP address and device type. Some of this information may be collected using cookies and similar tracking technologies.

**Information you make public:** We may collect or obtain your personal information that you manifestly choose to make public, including via online channels such as social media (e.g., LinkedIn, Facebook etc.)

You can always choose not to provide your personal information to OFC, but it may mean that we cannot provide you with the Services.

## HOW IS YOUR PERSONAL INFORMATION PROCESSED?

Where we collect personal information or sensitive information, we will only process it:

- to provide you with the Services you have requested or agreed to; or
- for OFC operational reasons, e.g., running a Competition or checking if you eligible to hold office; or
- to perform a contract with you; or
- where we have legitimate interests to process the personal information or sensitive information and these interests are not overridden by your rights; or
- under a legal obligation; or
- where we have your consent.

OFC collects your personal information to provide you with the Services and any related services you may request and the operations of OFC. In doing so, OFC may use the personal information we have collected from you for purposes related to the Services, including:

- to process and administer the Services, and to help us develop, improve, manage, administer and facilitate our Services and operations.
- to contract with authorised individuals (including as required to organise competitions).
- to process your personal information for OFC's internal operational purposes.
- to verify your identity and registration details.



- for general internal purposes (such as record keeping, database management, training, billing).
- for commercial use and marketing.
- to assist with the resolution of any issues relating to the Services.
- to be evidence in the OFC disciplinary proceedings.
- to send to Fédération Internationale de Football Association, Confederations, or a National Associations for any legitimate purpose.
- to comply with all laws and regulations in all applicable jurisdictions; and
- to communicate with you.

By using the Services, you consent to your personal information and sensitive information being collected, stored, used and disclosed in this way and for any other use, you authorise. OFC will only use your personal information for purposes described in this External Privacy Policy or with your consent.

## IN WHAT VERY LIMITED CIRCUMSTANCES MIGHT WE DISCLOSE YOUR PERSONAL INFORMATION?

Your personal information will not be sold, traded, rented, or otherwise provided to others without your consent.

We will only disclose your personal information outside OFC and our Member Associations, related Committees, Judicial Bodies, and affiliates if it is necessary and appropriate to facilitate the purpose for which your personal information was collected pursuant to this External Privacy Policy, including the provision of the Services, or a directly related purpose. This may include, for example, disclosure of personal information:

- to third-party service providers, including any sub-contractors, to enable us to provide you with travel and related services in connection with our competitions, meetings and events and human resources function at OFC, and
- to government departments, to enable us to obtain necessary visas for you.
- to Fédération Internationale de Football Association.
- to relevant confederations.
- national football associations, and
- on the OFC website and social media platforms, or to the media, to enable us to publicise your involvement in our activities.

We will not otherwise disclose your personal information unless we believe on reasonable grounds that you have provided your authorisation. However, you should be aware that we may be required to disclose your personal information without your consent in order to comply with any court orders, subpoenas or other legal process or investigation, including by tax authorities, if such disclosure is required by law. We may disclose your personal information if we consider it necessary to reduce a serious threat to an individual's life or health or the health or safety of the general public. Where possible and appropriate, we will notify you if we are required by law to disclose your personal information.

## INTERNATIONAL DATA TRANSFERS

In connection with providing the Services, you accept that your personal information may be disclosed to recipients in, or transferred to, or processed in, countries other than New Zealand. We may provide your personal information to third parties in countries other than New Zealand if we have reasonable grounds to believe the recipient is required to protect your personal information and will be protected in a way that, overall, provides comparable safeguards to those required by New Zealand's privacy laws.

If you are not based in New Zealand, you authorise us, in connection with providing the Services, to disclose your personal information to recipients based in the same country as you (or OFC Judicial Bodies, OFC Eligibility Committee, your Member Association or football club) even if applicable law may not provide comparable safeguards to those required by New Zealand's privacy laws. We will not otherwise disclose your personal information to recipients in other countries without your authorisation.

## STORAGE AND SECURITY

We are committed to protecting your personal information security, and we take all reasonable precautions to protect it from unauthorised access, modification, or disclosure.

OFC implements and maintains organisational and technical security measures designed to provide reasonable protection against the loss, interference, or misuse of your personal information, and prevent unauthorised access, modification, or disclosure of that information.





## WHAT ABOUT LINKS TO OTHER WEBSITES?

Our website may contain links to other websites that are not under our control. These websites may use cookies. It is the responsibility of those third parties to collect appropriate consents from you to permit their own cookies (to the extent this is required by law) and inform you about the cookies they use. You should check the privacy policy on all third-party websites to ensure you are comfortable with third-party cookies.

We have no responsibility for linked websites and provide them solely for your information and convenience. We specifically disclaim responsibility for their content, privacy practices and terms of use, and we make no endorsements, representations or warranties about their accuracy, content, or thoroughness. Your disclosure of personal information to third party websites is at your own risk.

## EMAIL, TEXT AND TELEPHONE COMMUNICATIONS

We are committed to full compliance with the Unsolicited Electronic Messages Act 2007.

By subscribing to emails and/or text communications, or otherwise providing your email address and/or mobile number, you consent to receive emails and/or texts (as the case may be) that promote our services and competitions, or the products and services of others, from time to time.

You can unsubscribe from our email communications and/or text communications at any time by clicking the “Unsubscribe” link in any promotional or marketing email or text received or by emailing [privacy@oceaniafootball.com](mailto:privacy@oceaniafootball.com).

Once you have unsubscribed from the email or text communications, you will be removed from the corresponding marketing list as soon as is reasonably practicable.

## HOW YOU CAN ACCESS OR CORRECT YOUR PERSONAL INFORMATION

It is your responsibility to ensure that the personal information you provide is accurate, complete, and up to date.

You may request access to the information we hold about you, or request that we update or correct any personal information we hold about you, or ask us to restrict or cease processing your personal information or even delete your personal information by setting out your request in writing and sending it to us at [privacy@oceaniafootball.com](mailto:privacy@oceaniafootball.com).



We will review your request as soon as reasonably practicable to comply with our legal obligations. If we are unable to give you access to the information you have requested, we will give you reasons for this decision when we respond to your request.

## RETENTION

Your personal information will be securely stored by OFC on its servers or with our database management services providers. The length of time we keep your personal information depends on what it is and whether we have an ongoing operational need to retain it (for example, to provide you with a service you have requested or to comply with applicable legal requirements such as money laundering and financial reporting legislation).

We will retain your personal information for as long as necessary to fulfil the purposes for which it was collected and to comply with our legal obligations.

If you would like to know more about where and how long your personal information is stored and for more information on your rights of deletion and portability, please contact our Privacy Officer at [privacy@oceaniafootball.com](mailto:privacy@oceaniafootball.com).

### Your Privacy Rights

OFC recognises an individual's rights over their personal information. You have the right to request more information about what information we collect and process about you and request a copy of it. We take your concerns seriously.

If you have any concerns about privacy or the use or collection of your personal information by OFC, please contact our Privacy Officer at [privacy@oceaniafootball.com](mailto:privacy@oceaniafootball.com) or call us on +64 (0)9 5314096 and ask to speak to the Privacy Officer.

We will respond as quickly as possible (our target response is 20 days) and handle all complaints fairly and consistently. However, if you remain dissatisfied, you can make a formal complaint with the Office of the Privacy Commissioner.



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## LANGUAGES

This Policy exists in the two official languages of OFC (English and French). In the event of any discrepancy between the two texts, the English version shall be authoritative

## APPROVAL

The OFC Executive Committee approved this Policy on 15 October 2021, and it comes into force immediately.

