

# Position Description

## Privacy Officer



### Position overview

The Privacy Officer is an administrative officer of Archery New Zealand. This person oversees the Member Protection Policy and ensures the Privacy Act Principles are adhered to by members of Archery NZ. The position provides the link between the Board, the Commissions, members of the Association, Clubs & Districts.

### Responsible to

The Privacy Officer is appointed by the Board and is responsible to the Board of Archery NZ (Inc).

### Tenure

2 years (odd years)

### Responsibilities and Duties

The Privacy Officer should:

- Have a knowledge of the Privacy Act 1993, its principles and updates to the Act
- Review & update the Archery NZ Member Protection Policy as required
- Oversee and complete Police Vetting for Team Officials, Coaches & other required vetting
- Arrange Statutory Declarations from Youth Team Officials
- Provide recommendation to the Board on the Appointment of suitable Team Officials
- Manage relevant paperwork ensuring records are kept well organised and available to the Board
- Complete any other tasks that relate to the administration of the Privacy Officer position

### Person Profile

Ideally the Privacy Officer is someone who:

- Is a well organised self-starter
- Can maintain confidentiality on relevant matters. (The Privacy Officer will be required to sign an Archery NZ Confidentiality Agreement).
- Positive and enthusiastic about archery in New Zealand
- Great communicator
- Able to make effective decisions
- Skilled at polite persistence



- Has knowledge and understanding of the Privacy Act 1993
- Good at working with others remotely to achieve a common goal

## Key relationships:

In completing the responsibilities and duties of this role, the Privacy Officer will need to establish and maintain good working relationships with the following:

- The Board of Archery NZ
- Selection Panel Convenor
- Coaches Commission Convenor
- Athletes Commission Convenor
- JAMA Commission Convenor
- NZ Police

## Deliverables

- Submit regular reports to the Board outlining current status of Vetting & declarations etc that are being dealt with
- Report to the Board on the outcomes of Police Vetting
- Regularly review & update the Member Protection Policy and Procedures
- Evaluate personal performance annually, reporting to the Board of Archery New Zealand
- Review own position description annually to ensure accuracy and submit potential changes to the Executive Committee.

## Delegations

Nil

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