

<b>POLICY STATEMENT</b>	Whenua Iti Outdoors is committed to maintaining the confidentiality of all client, family/whānau, and staff information. This policy ensures compliance with the Privacy Act 2020 and establishes procedures for the responsible collection, storage, use, and sharing of personal and sensitive information.
<b>PURPOSE</b>	To provide a framework for Whenua Iti Outdoors in dealing with confidentiality considerations regarding the collection, use, protection and sharing of personal information.
<b>SCOPE</b>	All staff, volunteers, clients. All data, information collected either directly or indirectly.
<b>RESPONSIBILITIES</b>	<p>Management:</p> <ul style="list-style-type: none"> <li>· Ensure legal obligations under the Privacy Act 2020 are met in all Whenua Iti Outdoors operations.</li> <li>· Manage compliance with privacy legislation and data protection best practices.</li> <li>· Investigate and respond to confidentiality requests and complaints within appropriate timeframes.</li> <li>· Undertake and promote training and education programs for employees on confidentiality and data protection.</li> <li>· Monitor and report on data security risks and privacy breaches, ensuring appropriate corrective actions are taken.</li> <li>· Maintain secure storage systems for the retention and disposal of sensitive data where required.</li> </ul> <p>Staff &amp; Volunteers:</p> <ul style="list-style-type: none"> <li>· Complete a confidentiality agreement upon commencement of service.</li> <li>· Maintain the privacy of client and staff information in the course of their duties.</li> <li>· Understand legal and organisational requirements for maintaining privacy and dealing with privacy complaints.</li> <li>· Report any suspected or actual breaches of confidentiality to their supervisor or privacy officer immediately.</li> </ul>
<b>SUPPORTING STATEMENTS</b>	<p>Whenua Iti Outdoors collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.</p> <p>Whenua Iti Outdoors will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.</p>
<b>GUIDELINES</b>	<p><b>Restriction</b></p> <p>Whenua Iti Outdoors will place restrictions on the information it holds when the information:</p> <ul style="list-style-type: none"> <li>- Is commercial in confidence.</li> <li>- Concerns the privacy of its staff, volunteers, clients, or customers.</li> <li>- Requires protection to safeguard the intellectual property of the organisation.</li> <li>- Must be limited in access for legal or ethical reasons.</li> </ul> <p>Access to restricted information will be granted only to those with a legitimate business need, and appropriate security controls will be in place to prevent unauthorized access.</p> <p><b>Identification</b></p> <p>All restricted documents shall be clearly marked and stored securely to prevent unauthorised access. Employees handling such documents must follow strict access protocols. Where categories of information, rather than individual documents, are restricted, this restriction will be conveyed to staff and volunteers dealing with this information.</p> <p><b>Protection</b></p> <p>Staff and volunteers dealing with restricted information shall be required to sign a confidentiality agreement (see Appendix A).</p> <p><b>Training</b></p> <p>All staff will receive training on the requirements of this policy, including data security and privacy best practices.</p>

	<b>Consent</b>  Where required, written consent will be obtained before collecting and holding sensitive data. For minors, consent must be obtained from a parent or caregiver in compliance with child protection laws and the Privacy Act 2020.
<b>DEFINITIONS</b>	Confidentiality - The obligation to protect sensitive information from unauthorized access, disclosure, or misuse in accordance with legal and ethical requirements. Privacy - The right of individuals to control how their personal information is collected, used, and shared, as defined under the Privacy Act 2020.
<b>SUPPORTING DOCUMENTS</b>	Document Retention Policy Refer to and specific document retention requirements as outlined in other policies
<b>REFERENCES</b>	Privacy Act 2020

Date Developed: September 2008	Last Approved: February 2025	Next Review Due: February 2027
Approved By: CEO	Version Number: 1.0	
File Location: <a href="https://whenuaiti.sharepoint.com/:w:/r/Whenuaiti/_layouts/15/Doc.aspx?sourcedoc=%7BE6A5DF71-4557-48AC-9F24-37672E99BC03%7D&amp;file=6.%20Confidential%20Information%20Policy.docx&amp;action=default&amp;mobileredirect=true">https://whenuaiti.sharepoint.com/:w:/r/Whenuaiti/_layouts/15/Doc.aspx?sourcedoc=%7BE6A5DF71-4557-48AC-9F24-37672E99BC03%7D&amp;file=6.%20Confidential%20Information%20Policy.docx&amp;action=default&amp;mobileredirect=true</a>		