

POLICY STATEMENT	Whenua Iti Outdoors will have explicit procedures for complying with the requirements of the Privacy Act and ensuring the confidentiality of client family / whanau and staff information
PURPOSE	To provide a framework for Whenua Iti Outdoors in dealing with confidentiality considerations regarding the collection, use, protection and sharing of personal information.
SCOPE	All staff, volunteers, clients. All data, information collected either directly or indirectly.
RESPONSIBILITIES	<p>Management:</p> <ul style="list-style-type: none"> · To ensure legal obligations are met in all Whenua Iti Outdoors operations. · To manage compliance with Privacy legislation. · To ensure confidentiality requests and complaints are investigated / responded to within appropriate timeframes. · To undertake, encourage training and education programmes for employees. · To report on relevant issues · To maintain secure storage systems for the retention of sensitive data where required. <p>Staff & Volunteers:</p> <ul style="list-style-type: none"> · To complete a confidentiality agreement upon commencement of service · To maintain the privacy of client and staff information in the course of their duties. · To understand legal and organisational requirements for maintaining privacy and dealing with privacy complaints
SUPPORTING STATEMENTS	<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>
GUIDELINES	<p>The records management processes of the organisation shall incorporate procedures for designating information confidential.</p> <p><u>Restriction</u> Whenua Iti Outdoors will place restrictions on the information it holds when the information:</p> <ul style="list-style-type: none"> · is commercial in confidence; · concerns the privacy of its staff, volunteers, clients or customers; · requires protection to safeguard the intellectual property of the organisation. <p>Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.</p> <p><u>Identification</u> Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. 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><u>Protection</u> Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see Appendix A)</p> <p><u>Training</u> All staff will be instructed in the requirements of this policy.</p> <p><u>Consent</u> Where required, consent will be obtained in writing in order for sensitive data to be collected and held. If the data is relating to a minor then the consent of the parent or caregiver must be obtained.</p>
DEFINITIONS	<p>Confidentiality: refers to data collected about an individual; how it will be collected, managed and handled.</p> <p>Privacy: refers to the freedoms of an individual; what they choose to do or not do.</p>

SUPPORTING DOCUMENTS	Document Retention Policy Refer to and specific document retention requirements as outlined in other policies
REFERENCES	Privacy Act 1993

Date Developed: September 2008	Last Approved: February 2019	Next Review Due: February 2021
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