

Information Use and Storage Policy

Purpose

This policy is to outline appropriate usage of information and storage of IHNZ documentation.

This purpose is driven by the following 4 main principles:

- **Accountability:**

This policy is written to enhance and preserve the integrity and accountability of INZ to its stakeholders and members. As a non profit organisation that exists for the benefit of its members, IHNZ has an obligation of accountability. By preserving and centralising records, the institution documents policies, actions and determinations, and ensures visibility and accountability

- **Continuity:**

Key records of IHNZ information assist in the continuity and succession planning of the organisation. It also assists with the documentation of its history and its character as well as that of the sport.

- **Efficiency:**

An appropriate information storage policy assures the accurate maintenance of records needed for ongoing operations. Conversely, records that are no longer useful should be archived to increase efficiency and key information within IHNZ should be kept current and up to date

- **Security**

To ensure that all information collected relevant to IHNZ business is stored securely and safely where access is permitted to authorised persons only in accordance with provisions under the Privacy Act 2020.

Policy:

- All IHNZ information including that of the Board, Sports Administrator and all IHNZ sub-committees shall be stored in centralised, IHNZ online based folders.
- The IHNZ Sports Administrator shall administer online based folder access rights to Board members and members of IHNZ sub-committees as required.
- Personal information should be processed fairly and lawfully as per the Privacy Act 2020
- Personal information should be obtained only for the purpose specified
- No personal information shall be passed to a person who is not the named person or impersonating someone, or pretending to act with that person's authority, to gain access to their personal information or to have it altered or destroyed.
- No persons will destroy a document containing personal information, knowing that a request has been made for that information.
- Any information required to be sent overseas must be treated in accordance with the New Zealand Privacy Act 2020
- All information should be adequate, relevant and not excessive for the purposes required
- Information should not be kept for longer than is necessary for its purpose
- Information should be accurate and kept up to date
- Information must be stored in a secure manner and can be accessed and retrieved only by the relevant and authorised stakeholder when needed to support the work of IHNZ
- Information must be stored in facilities that minimise the risk of deterioration, damage, theft or loss
- The use of personal equipment (such as personal computers or tablets) or insecure third party hosting services for the storage of high or medium risk personal data or sensitive organisational information should be avoided
- There should be multiple backups of data over multiple different secure storage mediums every 30 days
- Remote access facilities should be used to access personal data and sensitive business information on a central server instead of transporting it on mobile devices or using insecure third party hosting services
- Physical information should be stored in an appropriate and secure manner such as a secure filing cabinet, where any copies of keys should be available to the relevant and authorised stakeholder only.

Unacceptable Use:

All administrators should use their own judgement regarding what is acceptable use of IHNZ information. The activities below are provided as examples of unacceptable use, however it

is not exhaustive. Should they need to contravene these guidelines in order to perform their role, they should consult with and obtain approval from the IHNZ executive before proceeding.

- Any inappropriate activities - these include theft, computer hacking, copyright infringement, malware distribution or any activities that contravene data protection regulations, including those set out under New Zealand law.
- All activities detrimental to the success of IHNZ. These include sharing sensitive and confidential information outside the organisations such as research and development information and member lists, as well as defamation of the organisation.
- All activities for personal benefit only that have a negative impact on the day to day functioning of the organisation. These include incorrect storage of information, failure to keep information updated with a reasonable timeframe and in a reasonable manner, and storing information so that it is secure or not easily accessible by relevant parties who are entitled access to the information.
- All activities that are inappropriate for IHNZ to be associated with and/or are detrimental; to the organisation's reputation

Enforcement:

IHNZ will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgement regarding acceptable use.

While each situation will be judged on a case by case basis, employees should be aware that consequences may include the termination of their employment.

Use of the IHNZs resources for any inappropriate activity will be grounds for disciplinary action.

There is also a legal basis for this policy, through Section 249 of the Crimes Act, as well as the Privacy Act 2020.

IHNZ Board	
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