



## Te Tai-awa o te Ora

### **POLICY: 5 ADMINISTRATION SYSTEMS**

PURPOSE: TO HAVE ADMINISTRATION SYSTEMS THAT CONTRIBUTE TO ACHIEVEMENT OF ORGANISATIONAL OBJECTIVES

*These policies must be read in conjunction with the Trust Deed.*

Administrative systems will be fit for purpose in collecting, recording, using and retaining information related to meeting contract requirements and contributing to organisational processes such as planning, implementing, reviewing and reporting on projects and services.

#### **CONFIDENTIALITY**

The purpose for Te Tai-awa o te Ora Trust collecting information about

- service users is to provide the most effective service possible contributing to their well-being, with paramountcy to ensuring care and protection of children
- staff is to promote their effectiveness and safety while working for Te Tai-awa o te Ora Trust

The main principle about disclosure of information Te Tai-awa o te Ora Trust holds about clients, about staff, about Trustees or about members is that no personal information is released to any external party unless at least one of the following applies

- a) There is an issue of safety for the person and/or others
- b) We are required legally to provide the information, in which case every effort will be made to get the person's permission before releasing the information
- c) The person (or in the case of a child, their custodian) has given written permission
- d) We are required by the funder to provide the information, in which case the person's consent will be sought before the information is collected; at a minimum, they will be advised of funder requirements so that they may make informed choices about what to share

Personal information will be securely held, and access will only be on a need-to-know basis.

#### **INFORMATION RETENTION**

Written records which include personal information will be kept, in a secure place (access on a need-to-know basis only), as long as legally required or as long as they may be needed whichever is longer. Disposal of such records will be by shredding.

#### **Approved:**

**Trust Chairperson:**

**(On behalf of Te Tai-awa o te Ora Trust)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_