



## 3.6 Privacy & Record Keeping Policy

### Rationale:

All persons have the right to have their privacy respected.

The safety of the Trustees, staff, contractors, volunteers and clients of CILT, including children, young people, the disabled, the elderly and the disadvantaged, is paramount.

### Links to CILT Values:

- Kaitiakitanga: our responsibilities
- Whakawhanaungatanga: respectful relationships
- Manaakitanga: care for all people
- We value and respect diversity

### Purpose:

- To provide guidelines for procedures associated with personal information.
- To clarify the expected performance/practice standards for CILT staff, Trustees, contractors, volunteers & clients.

### Guidelines:

1. The guidelines of CILT's *Privacy & Record Keeping Policy*, apply to CILT staff, Trustees, contractors, volunteers and service participants.
2. Except where concerns of abuse or neglect are held, an individual's permission is sought before information is collected &/or shared.
3. Intake procedures exist for confirming attendance in all programmes.
4. All written permission agreements for collecting and sharing personal information, refer to the Privacy Act (2020), and require the individual's signature.
5. All paper-based information held regarding any individual is held in a locked filing cabinet.
6. All persons have the right to view any information about themselves that is held in their *Individual File*.
7. Staff individual files are also available to both the General Manager and the Human Resources Coordinator.
8. Where a Trustee, staff member, contractor, volunteer or service participant ceases their employment/relationship with CILT, personal information is kept for seven years, then paper records are destroyed by shredding, and all online personnel records are deleted.
9. All CILT staff, contractors, Trustees and volunteers are required to sign, and adhere to CILT's Code of Ethics, which refers to the Privacy Act (2020), as a condition of maintaining their employment relationship with CILT.
10. Where a service participant has High Needs, their delegated whanau/family member as specified on the

