|  |  |
| --- | --- |
| **WHANGANUI BAY MAORI RESERVATION TRUST**  **PAPAKAINGA O NGĀTI TE MAUNGA** | |
| POLICY NAME: **CONFIDENTIALITY POLICY** | POLICY NUMBER: P011 |
| ORIGINAL AUTHORISATION: Chairperson | DATE: Feb 2017 |

Version Control:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial | Date | Change | Responsible | Sign |
|  |  |  |  |  |
|  |  |  |  |  |

Associated policies: The associated policies include:

1. Maori Reservation Act.
2. Whanganui Bay Maori Reservation Charter P001.

Aim

1. The aim of this policy to highlight confidentiality responsibilities of the Trust. This explains how the Trust is to treat confidential information.
2. Confidential and proprietary information is secret, valuable, sensitive and easily replicable.

Definition

1. Common examples of confidential information is:
   1. Unpublished financial information.
   2. Supplier information.
   3. Intellectual property.
   4. Intellectual capital.
   5. Beneficiary information.
   6. Specific Whenua and Wai information.
   7. Data entrusted to the Trust.
   8. Pricing and marketing information.
   9. Confidential information.
   10. Unpublished forecasts and goals.
2. The confidentiality of personal information is of particular importance to the beneficiaries:
   1. Address.
   2. Email address.
   3. Phone Number.
   4. Age.
   5. Employment and Employer details.
   6. Personal skills and qualifications.
3. The Trust may however disclose the names of beneficiaries and suppliers operating, visiting and occupying Whanganui Bay. The beneficiaries are entitled to know who is on their reservation and in particular those who are occupying the reservation.

Responsibilities

1. All Trustees are responsible for ensuring:
   1. Lock or secure information at all times.
   2. Shred or burn confidential information.
   3. Make the view and talk about confidential information in private and secure environments.
2. The Secretary and Assistant Secretary are to ensure that:
   1. Minute meetings.
   2. Manage and draft correspondence.
   3. Manage registrations and register of beneficiaries.
   4. Manage the election process.
   5. Assist in drafting documents including:
      1. Strategic Plans
      2. Charters
      3. Policies
      4. Forms
   6. Administration of hui and wānanga, including bookings, advertising and registers.
   7. Visitors register.
   8. Action register.

Seeking Permission

1. The Trust must seek written permission prior to confidential information: