Privacy policy

The privacy of employees and members is of paramount importance to Scope Aotearoa Charitable Trust. Scope Aotearoa is committed to complying with the Privacy Act 2020 and ensuring the protection of personal information.

Procedures:

1. **Purpose of personal information collection:**
   Personal information collected by Scope Aotearoa must be for necessary and lawful purposes connected with its activities. Information is gathered from various sources, including Assessors, Team Leaders, youth organizations, and written communications.

2. **Direct collection:**
   Personal information should be collected directly from the individual unless there are reasonable grounds for collecting it from another source, as specified in the Privacy Act.

3. **Informed consent:**
   Personal information should be collected with the knowledge and informed consent of the individual, unless there are reasonable grounds for not doing so. Privacy summaries should be provided for processes involving information collection.

4. **Lawful collection:**

Personal information shall not be collected through unlawful, unfair, or unreasonable means.

5. **Security measures:**
   Scope Aotearoa is committed to ensuring the security of information through physical, electronic, and managerial procedures, including locked filing cabinets and password protection.

6. **Access and correction:**
   Individuals have the right to access and correct their personal information held by Scope Aotearoa. Requests for access or correction shall be verified, and a fee may be charged to cover costs.

7. **Data accuracy:**
   Scope Aotearoa will take reasonable steps to ensure that personal information is accurate, up-to-date, complete, and not misleading.

8. **Retention period:**
   Personal information shall not be retained longer than necessary. Complaint details and Scope reports will be held indefinitely.

9. **Purpose limitation:**
   Personal information shall not be used for purposes other than those for which it was obtained, generally for managing or enhancing support and communication to members and employees.

10. **Disclosure:**
    Personal information shall not be disclosed to anyone other than the individual concerned unless for specified purposes or with the individual's authorization.

11. **Unique Identifiers:**
    Scope Aotearoa shall only assign unique identifiers to individuals if necessary for efficient functioning.

12. **Confidentiality in scope reviews:**
    Team Leaders and Assessors involved in Scope Reviews shall maintain confidentiality regarding review information, drafts, and reports, releasing information only as required by law or authorized by the organization being reviewed and Scope management.

13. **Website compliance:**

Scope Aotearoa's website shall comply with the Privacy Act and may contain links to external websites.

14. Privacy breach response:

In the event of a privacy breach, Scope Aotearoa shall follow four key steps:

- containment and preliminary assessment
- evaluation of risks
- notification to affected parties, and
- prevention of future breaches.

The appointed Privacy Officer is the Trust Manager, who can be contacted for further information or complaints.

This policy ensures that personal information is handled in accordance with legal requirements and best practices to safeguard the privacy and confidentiality of individuals associated with Scope Aotearoa Charitable Trust.

Policy approved 2024. Next review date 2027.