



# **POLICY FOR INFORMATION PRIVACY**

*University of Otago Pacific Islands Students' Association*

**Ratified: June 2023**

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## **POLICY OVERVIEW**

This Policy provides guidance on the University of Otago Pacific Island Students' Associations' (UOPISA) expectations and responsibilities of information privacy and how this is managed. It is necessary to protect the integrity of UOPISA and ensure that any transactions, documents and communications - either internal or external - have a layer of protection over them.

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### **1. SCOPE**

- 1.1. This Policy applies to UOPISA's collection of information from affiliated associations, external stakeholders, University staff and other executive members.
  - 1.2. The Policy outlines guidelines for:
    - 1.2.1. The collection and protection of information from others, and;
    - 1.2.2. The use of information, and;
    - 1.2.3. Processes to protecting information, and;
    - 1.2.4. Rights of UOPISA and others to information privacy.
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### **2. DEFINITIONS**

- 2.1. 'Personal information' is:
  - 2.1.1. Information that can be used to identify a particular individual, whether it is explicit like their name, email or address, or implicit, like their sex, ethnicity or degree of study.
- 2.2. The 'Privacy Act' is:
  - 2.2.1. The New Zealand Government's Privacy Act, ratified in 2020.
- 2.3. 'Affiliated members/associations' are:
  - 2.3.1. Students enrolled at the University of Otago and hold elected executive positions within a member associations, or;
  - 2.3.2. Formal student groups or non-formal entities who have affiliated with UOPISA, of which is ratified in their Constitution or equivalent governing document, and;



- 2.3.3. Able to be admitted by the Executive to 'affiliated status' in exceptional circumstances, if they do not meet the criteria above. These include other clubs, societies or associations of other tertiary institutions in Dunedin. Affiliation does not necessarily confer any of the rights or privileges of membership.

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### 3. INFORMATION COLLECTED AND HELD BY UOPISA

- 3.1. UOPISA collects a range of data for the purpose of completing their functions as a strategic student association. This data includes, but is not limited to:
  - 3.1.1. Affiliated associations executive members contact information, and;
    - 3.1.1.1. Once a student registers to be a member of a student affiliated member of an association, they are automatically a member of UOPISA.
    - 3.1.1.2. Students who hold executive roles in the affiliated associations, information such as contact details shall be recorded for future reference. This is to keep in contact and to maintain the record of student Pacific leadership within the university.
  - 3.1.2. Association contact details and information, and;
    - 3.1.2.1. Information such as contact details, event dates, student leadership names and association matters shall be collected by UOPISA.
    - 3.1.2.2. UOPISA may use this information to detect and prevent illegal activity that may threaten associations and Pacific representation within the University.
    - 3.1.2.3. UOPISA is able to use this information to manage performance of student leadership, including development and training of leadership requirements especially those who are new to Pacific student politics
  - 3.1.3. Confidential matters or complaints, and;
    - 3.1.3.1. Where matters regarding member associations arise, UOPISA has the right to hold information pertaining to the situation, if it has been given freely and without coercion. Discussions about the matter can then be made within an executive meeting and attempts will be made to meet with the affected party or parties. Solutions will be made to resolve conflict. All discussions made in the executive meetings are private and kept confidential.



- 3.1.4. UOPISA alumni executive members of affiliated associations, and;
    - 3.1.4.1. UOPISA is able to contain information of those who have held executive positions in the past, whether they are past executive members of affiliated associations or of UOPISA. This information may be held in the case of events where UOPISA may invite past members to be guest speakers.
  - 3.1.5. UOPISA-hosted event information, such as the Pacific Awards Night.
    - 3.1.5.1. UOPISA shall hold confidential information to deliver an event or initiative, such as holding the names of Pacific Award winners prior to dissemination at the Pacific Awards Night. Information about nominees and potential winners is shared with the Selection Panels who, in this context, are also bound to this Policy. For more information, refer to the *Policy for the Nomination and Deliberation of Pacific Awards*.
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#### **4. PROCESSES FOR PROTECTING SENSITIVE INFORMATION**

- 4.1. The UOPISA executive shall:
    - 4.1.1. Prioritise the privacy of sensitive and personal information and ensure databases or documents holding this sensitive information is kept as private and secure as possible, and;
    - 4.1.2. Retain sensitive information for no more than five years, excluding information freely given by Life Members and information sourced from external sources where it is instead deferred to their privacy policies.
  - 4.2. Information databases and documents shall be updated regularly by the Secretary.
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#### **5. SOCIAL MEDIA, PHOTOGRAPHY AND VIDEOGRAPHY**

- 5.1. UOPISA owns social media platforms, which are managed by the Public Relations Officer or other delegated executive member.
- 5.2. With regards to information obtained or shared using these social media platforms, the Public Relations Officer shall:
  - 5.2.1. Post information where there is no risk of defaming or harming the reputation of an individual, the association, member associations or relevant stakeholders, and;



- 5.2.2. Share posts of events or other initiatives, given these do not impede upon the privacy of individuals, the association, member associations or relevant stakeholders, and;
- 5.2.3. Communicate with member associations and external parties using formal language to maintain a good reputation and integrity.
- 5.3. Photography and videography captured at UOPISA-hosted events is owned by UOPISA. Attendees will be made aware, as is reasonable, that photos and videos may be used for grant writing, marketing and future grant applications.
- 5.4. In the event that an attendee does not wish to be captured by photography or videography, the UOPISA executive will:
  - 5.4.1. Respect their right to privacy, and;
  - 5.4.2. Record the identity of the complainant for the purpose of excluding any photos or videos that may contain them in it, and;
  - 5.4.3. Minimise the exposure of the complainant to the photographer and/or videographer for the remainder of the event, informing any relevant parties of the complainant's right to privacy, and;
  - 5.4.4. Confirm with the complainant, either at the conclusion of the event or in the weeks following, that all efforts were taken to protect their personal identity.

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## **6. RIGHTS OF EXECUTIVE MEMBERS AND MEMBER ASSOCIATIONS**

- 6.1. Under the Privacy Act 2020, executive members and member associations have the right to request access to and correction of information.
- 6.2. These rights are subject to certain limitations and exceptions as set out in the Privacy Act. Please refer to this public legislation for more information.
- 6.3. If there are any questions or concerns regarding this Policy or the processing of sensitive information, please contact the UOPISA executive.

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Any changes to this Policy will be discussed internally with input and advice from the UOPISA Standing Committee, composed of representatives from our affiliated member associations. If you have any questions or concerns regarding this document, please contact the Secretary-elect at [secretary.uopisa@gmail.com](mailto:secretary.uopisa@gmail.com) and your inquiry will be dealt with in confidence.