



EMPLOYEE HANDBOOK | *PUKAPUKA KAIMAHI*
Privacy | Kaupapa Here Tūmataitinga

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Glossary | *Kupu Whakamārama*

Term	Definition
Child	A person who is • under the age of 18 years, and • who is not married or in a civil union
Employee	A person who has agreed to be employed to work for some form of payment under a contract of service
Parents	Parents, guardians or caregivers who are legally responsible for and have responsibility for caring for the child
Personal Information	Information about an identifiable individual, as defined in the Privacy Act 2020.
Presiding Officer	The person who controls the business of the Board of Trustees
Privacy Officer	The person appointed by Youth Alive Trust to oversee compliance with the Privacy Act 2020, manage privacy risks and breaches, and respond to privacy enquiries and complaints.
Staff	All persons employed or engaged, in both paid positions and as volunteers, including contractors, but excluding short-term, project-based contractors.
Serious Harm	As defined in the Privacy Act 2020, harm that may include financial loss, emotional distress, reputational damage, or risk to personal safety.
The Trust or YAT	Youth Alive Trust



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Privacy Policy

Kaupapa Here Tūmataitinga

1. Purpose of the Policy

Youth Alive Trust (YAT) is committed to protecting the personal information of children, young people, whānau, staff, volunteers, and contractors. This policy sets out how YAT complies with the Privacy Act 2020 and the 13 Information Privacy Principles (IPPs).

Our approach is guided by YAT's values and Christian special character, with particular emphasis on the protection of vulnerable children and young people..

2. Scope

This policy applies to:

-  All staff
-  Volunteers
-  Trustees
-  Contractors and service providers engaged by YAT

3. General Principles

-  Youth Alive Trust collects, holds, uses and discloses information only for lawful and necessary purposes connected with its services.
-  The Trust will apply extra safeguards for children and youth, recognising their vulnerability.
-  Information will only be collected when needed, kept secure, used fairly, and retained for no longer than necessary.

4. Collection of Information

-  Wherever possible, information will be collected directly from the individual or, in the case of children under 16, from their parent or guardian.
-  Types of information YAT may collect include:
 - Name, date of birth, contact details
 - Parent/guardian contact details



- Medical and emergency information
- Information relating to participation in YAT programmes
- Staff and volunteer vetting information (e.g., police checks)
- Photos, images, or videos (with parental/guardian consent where relevant)

 Consent:

- Parental/guardian consent is required before collecting, storing, or publishing identifiable photos/videos of children or using sensitive health information.
- Where consent is refused, YAT will respect this and inform parents of any limitations to service provision that may result.

 Exceptions:

- Information may be collected without consent where it is necessary for safety, suspected misconduct, law enforcement, or where otherwise permitted under the Privacy Act 2020.

5. Storage of Information

 All information is confidential and accessible only on a need-to-know basis.

 Security measures include:

- Password-protected systems (e.g., AimiPlus database) with tiered access levels.
- Locked storage for hard-copy records.
- Regular review and secure disposal of outdated records

 Where personal information is stored or processed overseas, YAT will ensure that:

- The overseas recipient is subject to privacy protections comparable to the Privacy Act 2020; or
- The individual has been informed and expressly consented; or
- Another lawful exception under IPP 12 applies.

6. Use of Personal Information

 Information will only be used for the purpose it was collected.

 Any new use will require the individual's (or parent/guardian's) consent.

 Information may be shared:

- With Oranga Tamariki, Police, or other agencies if there are concerns for a child's safety or wellbeing.
- With agencies overseas only if they provide equivalent safeguards or if informed consent is given.



- For staff and volunteers, personal information may also be used for legitimate employment, supervision, pastoral care, health and safety, and disciplinary purposes, in accordance with employment law and natural justice.

7. Individual's Rights

- Individuals may request access to their personal information in writing.
- Parents/guardians may request access or correction of information held about their child.
- Requests will be handled promptly, unless an exception under the Privacy Act applies (e.g., to protect another person's safety).
- Corrections will be made on request, or a statement of correction will be added to the record.

8. Retention of Information

- YAT will keep information only as long as it is required for operational, legal, or archival purposes.
- Indicative retention timeframes:
 - Children's programme records: 7 years after last contact.
 - Staff/volunteer employment and vetting records: 7 years after leaving YAT.
 - Financial records: 7 years (as per tax requirements).
- After this, information will be securely destroyed or anonymised.

9. Privacy Officer

- YAT has appointed a Privacy Officer to ensure compliance and handle privacy concerns.
- The Privacy Officer has authority to:
 - Monitor compliance with the Privacy Act 2020
 - Provide advice on privacy obligations
 - Receive and investigate privacy complaints and breaches
 - Liaise directly with the Office of the Privacy Commissioner
 - Escalate significant privacy risks or breaches to the Trust Manager and Board Chair
- The Privacy Officer can be contacted at privacy@yat.org.nz.

10. Privacy Breach Management

- If the Trust has a privacy breach that has caused or is likely to cause serious harm, YAT will:



- Contain the breach immediately.
- Assess what information was affected.
- Notify:
 - The Office of the Privacy Commissioner within 72 hours.
 - Affected individuals with guidance on protecting themselves.
 - Insurers, if applicable.
- Reviewing policies, systems, and staff training to prevent recurrence.

 The Privacy Officer is responsible for assessing whether a breach is likely to cause serious harm, and for deciding whether notification is required.

11. Training and Awareness

-  All staff, volunteers, and trustees will receive regular privacy training.
-  YAT will promote a culture of respect for privacy and confidentiality.

12. Review

This policy will be reviewed every three years or sooner if legislation or best practice changes.



13. Document Information

Document Name	Youth Alive Trust Privacy Policy
Version number	3
Review date	30 April 2026
Reviewed by	David du Preez
Approval date	17 June 2026
Next review date	May 2029

Version History

Version	Author	Remarks	Approved
1	David du Preez	Wrote new policy document	1 November 2021
2	David du Preez	- Revised Section 4 - Revised Section 5 - Revised Section 9	18 May 2022
3	David du Preez	- Revised Section 6 - Revised Section 9 - Revised Section 10	17 June 2026



Annexure A | Parent, Rangatahi and Whānau Guide

Your Privacy Matters – Simple Guide

At Youth Alive Trust (YAT), we care about keeping your personal information safe. This short guide explains how we look after your details and your rights.

What information we collect

- Name, date of birth, contact details
- Parent/guardian details
- Medical and emergency information (to keep you safe)
- Photos/videos (only with consent)
- Information about your time in our programmes

Why we collect it

- To run safe and fun programmes for children and young people
- To contact you or your whānau in emergencies
- To meet legal requirements (like staff police checks)

How we keep it safe

- Information is stored securely (locked files and password-protected systems)
- Only staff who need it can see it
- We delete or anonymise information when it's no longer needed

Sharing information

We may share information if:

- You (or your parent/guardian) give consent
- It's needed to keep someone safe (with Police or Oranga Tamariki)
- The law requires it

We will never sell or misuse your personal information.

Your rights



- You can ask to see the information we hold about you
- You can ask us to correct it if it's wrong
- Parents/guardians can do this on behalf of their children

Photos and media

We only use photos or videos with parent/guardian consent. You can say no, and we'll respect that.

If something goes wrong

If there's a privacy breach (like information being lost or shared by mistake):

- We will tell you what happened and what you can do
- We will also tell the Privacy Commissioner, as required by law

Questions or concerns?

Email our Privacy Officer: privacy@yat.org.nz