

July 2022

Security of records

Ngātahi Communications is a remote working organisation that maintains paperless workspaces and filing systems. All files are stored online in a password protected system (DropBox) that is accessible only to approved users for projects/client work. All non-current client work is moved to an archive folder that is accessible only by the Kaiwhakahaere Whakapā.

All employees/contractors are responsible for ensuring the security of Ngātahi Communications records that need to be viewed, added or modified at any time. All employees/contractors are responsible for ensuring client files are always maintained confidentially and for securing client information, by adhering to the Privacy Act 2020 which protects individual privacy in relation to the use, access, and disclosure of information about individuals that is held in any format by Ngātahi Communications.

Client information

Clients are able to request access to their files at any time. Anyone wishing to do so is to make this request in writing to the Kaiwhakahaere Whakapā as the Privacy Officer of Ngātahi Communications. Clients have the right to challenge the correctness or appropriateness of the information held in their files in accordance with the Privacy Act 2020.

Consent for disclosure

By entering into an agreement with us, you give us permission to disclose to third parties when it is relevant to the work we're doing together (such as your accountant or other advisors), including other subcontractors who will also be bound by this agreement. For any other purpose, clients, or their legal guardians, must consent before the disclosure of their personal information is shared by Ngātahi Communications with another person or agency, except for where the law requires us to disclose this.

Employees will not make any statement to the media or publish any work relating to any aspect of Ngātahi Communications operations without the prior written consent of the Kaiwhakahaere Whakapā.

Breach of privacy and confidentiality

If there is a breach of privacy and/or confidentiality, the policy for complaints and procedures will apply.

Record keeping

Any information we collect will be held for the required timeframe as specified by law ([refer to Archives and Records Association of NZ](#)). Any information we collect about our clients that is not legally required to be held for a minimum timeframe, will be archived 12 months after the end of our working relationship, before being destroyed.

Electronic Communications

By signing up to our mailing list or joining us as a client, you consent to receive commercial electronic messages from us. If you wish to opt out of receiving these messages, use the unsubscribe button, or tell us in writing and we will remove you from the mailing list.