



# New Zealand Inline Hockey Policy

## Information Use and Storage Policy

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Section: Information Technology

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### Purpose

This policy is driven by three main principles relevant to the NZIHA (New Zealand Inline Hockey Association)

- **Accountability.** This policy is written to enhance and preserve the integrity and accountability of NZIHA to its stakeholders and members. As a non-profit organization that exists for the benefit of its members, NZIHA has an obligation of accountability. By preserving and centralising records, the institution documents its policies, actions and determinations and ensures visibility and accountability.
- **Continuity.** Key records of NZIHA information assist in the continuity and succession planning of the organization. It also assists with the documentation of its history and its character, as well as that of the sport.
- **Efficiency.** An appropriate information storage policy assures the accurate maintenance of records needed for ongoing operations. Conversely, records that are no longer useful should be archived to increase efficiency and key information within NZIHA should be kept current and up to date.

There is also a legal basis for this policy, through section 249 of the Crimes Act, as well as the Privacy Act. Currently there does not seem to be any clear direction for the storage and maintenance of information within NZIHA, and this policy aims to rectify this.

### Policy

- Personal information should be processed fairly and lawfully.
- Personal information should be obtained only for the purpose specified.
- Information should be adequate, relevant and not excessive for the purposes required.
- Information should be accurate and kept up-to-date.
- Information should not be kept for longer than is necessary for purpose.
- Information must be stored in a secure manner and can be readily and easily retrieved by relevant stakeholders when needed to support the work of NZIHA.
- Information must be stored in facilities that minimise the risk of deterioration, damage or loss.
- The use of personal equipment (such as personal computers or tablets) or insecure third party hosting services for the storage of high or medium risk personal data or sensitive organizational information should be avoided.
- There should be multiple backups of data over multiple different secure storage mediums.
- Remote access facilities should be used to access personal data and sensitive business information on a central server instead of transporting it on mobile devices or using insecure third party hosting services.
- Physical information should be stored in an appropriate and secure manner, such as a secure filing cabinet, where copies of the keys should be available to multiple staff/board members.

## **Unacceptable Use**

All employees should use their own judgment regarding what is unacceptable use of NZIHA information. The activities below are provided as examples of unacceptable use, however it is not exhaustive. Should an employee need to contravene these guidelines in order to perform their role, they should consult with and obtain approval from their manager or the NZIHA board before proceeding.

- All illegal activities. These include theft, computer hacking, copyright infringement, malware distribution, or any activities that contravene data protection regulations, including those set out under New Zealand criminal law
- All activities detrimental to the success of NZIHA. These include sharing sensitive and confidential information outside the organization such as research and development information and member lists, as well as defamation of the organization.
- All activities for personal benefit only that have a negative impact on the day-to-day functioning of the organization. These include incorrect storage of information, Failure to keep information updated within a reasonable timeframe and in a reasonable manner and storing information so that it is insecure or not easily accessible by relevant parties who are entitled access to the information.
- All activities that are inappropriate for NZIHA to be associated with and/or are detrimental to the organization's reputation.

## **Enforcement**

NZIHA will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use. While each situation will be judged on a case-by-case basis, employees should be aware that consequences may include the termination of their employment.

Use of any of NZIHA's resources for any illegal activity will usually be grounds for dismissal, and NZIHA will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.