



PRIVACY AND CONFIDENTIALITY POLICY

Background

Coastal People: Southern Skies Centre of Research Excellence (the Centre) primary funding is from the Tertiary Education Commission (TEC). The Centre is required to collect information for the purposes of reporting and to support any future funding applications.

This policy is to ensure that the manner in which information from its members is collected and used is consistent with standard University practice and is compliant with the Privacy Act 2020. It also outlines how confidential information will be collected, stored and used by CPSS.

The **vision** of the Centre is flourishing wellness (mauri ora) of coastal communities.

The **mission** of the Centre is to connect, understand and restore coastal ecosystems of Aotearoa New Zealand and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of the Centre are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

MEANINGFUL
AUTHENTIC
NATURAL
ACTION

Content

The Centre will ensure that information is appropriately treated.

1. Collection, storage, and use of Personal Information
 - (i) Personal information will be collected and stored by the Centre's administrative staff in a secure and confidential manner.
 - (ii) Methods of collection may include contact with the individual member or access to university information such as student management systems. Collection from university sources is subject to the university's privacy policy.
 - (iii) Only information pertinent to the Centre's business will be collected. This may include information for:
 - Reporting to the funder (TEC), which has public and non-public components;
 - Publications and marketing materials;
 - Gender and ethnicity information for statistical use only;
 - Informing training tumu reviews.



- (iv) Permission will be sought before releasing information publicly, including images in which individuals can be identified.
- (v) Members may request to see information held on them and correct any mistakes.
- (vi) Members will be informed of the use of their data, e.g. to report to the funder.
- (vii) Information will be disposed of according to the legal requirements of the Host Institution and the funder.

2. Collection, storage, and use of Confidential Information

- (i) Confidential Information, such as unpublished research, will be collected by the Centre's staff in direct consultation with the Centre's members.
- (ii) Confidential Information may be shared amongst the Centre's members per the Collaboration Agreement clause 16 below.
- (iii) Confidential Information will not be released publicly or to third parties. However, some Confidential Information may be needed for the purpose of reporting to the the funder, this will not be made publically-available.
- (iv) Reports will be available to the Centre's members that may contain Confidential Information. All members are required to seek permission from the Co-Directors before releasing any Confidential Information to a third party.
- (v) Information that is not appropriate for sharing among the Centre's members will be labelled Personal and Confidential, and is covered by the Personal Information permission procedures.
- (vi) Information will be disposed of according to the legal requirements of the Host Institution and the funder.

Related Documents

Tertiary Education Commission Annual Plan / Performance Management Framework (PMF) reporting requirements

Coastal People: Southern Skies Centre of Research Excellence Membership Guidelines

Coastal People: Southern Skies Centre of Research Excellence Partnership Guidelines

University privacy policies

Coastal People: Southern Skies Centre of Research Excellence Collaboration Agreement, clause 16 (excerpt to be inserted once Agreement signed)

Contact for further information

If you have any queries regarding the content of this policy or need further clarification, contact the Kaiurungi Programme Manager, AJ Woodhouse (aj.woodhouse@otago.ac.nz).