



Information Data Privacy Policy

Purpose

The purpose of the policy is to disclose the practices of gathering, storing, protecting, and utilizing personal information held by the Trusts for its owners/shareholders. This privacy policy governs our obligations and your rights set out in the Privacy Act 2020.

Link: <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Review

The review of this policy is conducted annually on the calendar month of February each year.

Definitions

1. The Trust/s:

Are legal iwi authorities, Wellington Tenths Trust, and the Palmerston North Māori Reserve Trust. The sister Trusts are Ahu Whenua Trusts, and their role is to administer Māori land blocks or general land owned by Māori on behalf of its owners.

2. Confidential Information:

All material, non-public, business-related information, written or oral, whether or not it is marked as such, that is disclosed or made available to the receiving party, directly or indirectly, through any means of communication or observation.

3. Owner:

An individual, Trust, Whānau Trust or Estate that, through the Māori Land Court, has legally succeeded to shareholdings associated to the Trust/s.

4. Personal Data or Personal Information:

Any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available to the Trust/s

5. Māori Land Court:

Is a New Zealand court service for owners of Māori land, their whānau and their hapū to promote the retention and use of Māori land and facilitates the occupation, development and use of that land.

Why we collect information

Information is collected for the purpose of registering landowners, approved by the Māori Land Court, as members of the Wellington Tenths Trust and/or Palmerston North Māori Reserve Trust.

The personal information gathered ensures that owners are informed of the operations and activities of the Trust/s. Holding personal data, of owners to the Trust/s, supports payments for the annual distribution.

The information is maintained to ensure accurate records are kept of all landowners to the Trust/s.

The type of information collected

The collection of information for each owner – individual, Whanau Trust, Trust or Estate includes:

- Name of owner as it is recorded in the Māori Land Court
- Address of owner
- Phone number of the owner
- Email address of owner
- Bank Account of owner
- IRD Number of the owner
- Gender of owner
- Trustees of owner
- Additional information provided by the owner

The process of collecting information

The collection of information will be limited to the minimum requirement for lawful business purposes.

The methods of collecting personal owner information is through written documentation directly from the owner or from the Māori Land Court through succession orders. A change of details form must be completed with evidence of bank account from the owner when updating personal details.

The entry of the data is performed by an employee of the Trust/s with a review function confirming the data entered is correct. This controlled review function is performed monthly.

Storage of Information

All received documentation, hard copy and electronic, are filed within the cloud software programme and in the onsite secure storage room.

Information is stored through these platforms for the longevity of the owner or until the succession of that owner is completed.

The cloud software programme is managed by a third party, Arise Software who are experts in software development and management for Iwi related entities. A separate Non-Disclosure Agreement is in place, with this company, that covers the confidentiality of information stored on the database.

Link: <https://arisesoftware.co.nz/>

How we use personal information

Personal information is collected for the purpose of connecting whānau with their Ahu Whenua Trust and its business. The Trust will only use owners' personal details to send correspondence to the individual/Trust/Estate relating to the business of the Trusts, examples include:

- Sending Newsletters and Annual Reports
- Letters relating to the individual owner about their shares, successions, and dividends
- Bank accounts are used to deposit the annual dividend declared for owners
- In some instances, the name of the owner is advertised on the website, at an owner's hui, in the newsletter or in a letter where the trust is seeking lost owners. (In this case the name of the owner is all the Trust holds)

Security

Management will ensure that any third party with whom the personal information is shared will provide the same or equal protection as set by the Trust/s.

Management will ensure that the storage of information on all electronic platforms are secured with encrypted passwords and individual logins.

Access to the database and its records is through the Trust/s office where a limit of two access logins are available to the administration team. Owners do not have the option to access the database externally.

Management will establish procedures that maintain the logical and physical security of personal information.

Management will establish procedures that ensure protection of personal information against accidental disclosure due to natural and environmental hazards.

Breaches of Privacy

Upon being notified of a privacy data breach, management will activate the Data Breach Policy plan. The plan includes:

1. Confirmation of the Breach
2. Containment of the Breach
3. Assess the Risks and its Impacts
4. Report the Incident
5. Evaluate the breach to prevent further breaches

Privacy Policy Changes

We may amend or update this policy from time to time. If we believe that the changes are material, we will let you know by doing one of the following: Post the changes on the Trust/s website, through email if this is provided, notifying you through print media, newsletter, and annual report.