

15. Knowledge Management

A. Background

NZSTA is a knowledge-based organisation. Our core business of providing leadership and support to school boards of trustees depends on the Association's ability to effectively capture, create, organise and share our organisational knowledge including the experience and expertise of our employees.

Effectively managing NZSTA's organisational knowledge is critical to our continued effectiveness as an organisation.

This policy should be read in conjunction with 1a – Policy definitions and 04 NZSTA Communications Strategy.

B. Strategic direction

NZSTA will develop and maintain a highly effective knowledge management strategy that ensures that the knowledge we depend upon to conduct our core business is collected, acknowledged, maintained, improved, accessible and protected in a way that enriches our ability to lead and support school governance in New Zealand.

NZSTA respects the privacy of others, and recognises the need to protect it. At the same time, we recognise the need to operate transparently to the extent that this is compatible with maintaining the privacy of individuals who have entrusted us with their personal information.

NZSTA respects the intellectual property rights of others and expects others to respect the intellectual property rights of NZSTA.

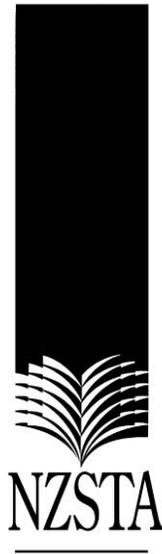
C. Operational requirements

Intellectual Property

1. NZSTA complies with New Zealand's intellectual property legislation.

Personal Information

2. Any personal information collected by NZSTA must be:
 - a. for necessary and lawful purposes connected with NZSTA's activities, and
 - b. protected against loss, unauthorised access, use or disclosure, or other misuse.
3. The General Manager must:
 - a. comply with New Zealand's Privacy legislation,
 - b. provide any person who requests it confirmation of any and all personal information about them held by NZSTA unless there are 'good reasons' for refusing access as specified in Part 4 of the Privacy Act 1993,
 - c. take all reasonable steps to ensure information is accurate, up to date, complete, and not misleading,
 - d. ensure that personal information is not kept longer than necessary,
 - e. appoint a Privacy Officer to ensure that systems and processes to protect individual privacy are working effectively,



NZSTA POLICY FRAMEWORK INTEGRATED POLICIES

- f. report to the Board at least twice a year on the status of NZSTA's systems for protecting the integrity of personal information held by NZSTA, and
- g. inform the Board as soon as practicable of any privacy issues that the Privacy Officer may have identified.

Reviewed and approved by the Board

On this date:	14 March 2014
Signed on behalf of the Board	Lorraine Kerr President

