

## Staff Identification and Related Security Measures

First Produced:	19/07/02	Authorisation:	Te Kāhui Manukura
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Changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

# 1 Introduction

## 1.1 Purpose

Ara management recognises the importance of security on campus. To this end, all staff as well as persons employed under contracts for service, are required as a condition of employment to adhere to stated security measures (e.g. identification requirements).

## 1.2 Scope and Application

- a This policy applies to all Ara employees, including full time, part time and temporary staff. An institute-wide system is in place to identify unaccompanied visitors and contractors working in non-public areas.
- b Provisions related to students are set out in 'Terms and Conditions of Enrolment'.
- c The provisions and safeguards set out in the policies *CPP109 Disclosing Personal Information about Students and Staff* and *CPP211 Code of Professional Practice* apply.

## 1.3 Formal Delegations

Variations to and/or exemptions from any of the requirements set out in this policy will be determined on a case by case basis by the Director Corporate Services.

## 1.4 Definition

**Ara ID card:** Official identification card issued through the Security Office that includes staff name, number, photograph and year of issue. The card also provides swipe access to designated areas/facilities.

<b>Related Ara Procedures</b>	<b>Related Ara Policies</b>
	<ul style="list-style-type: none"> <li>• CPP109 Disclosing Personal Information about Students and Staff</li> <li>• CPP211 Code of Professional Practice</li> </ul>
<b>Related Legislation or Other Documentation</b>	<b>Good Practice Guidelines</b>
<b>References</b>	
<b>Notes</b>	

All policies on the Ara InfoWeb are the current version. Please check date of this hard copy before proceeding.

## 2 Principles

- 2.1 Security of staff and students on campus is a priority for Ara.
- 2.2 Staff and students will to adhere to Ara security measures.
- 2.3 Ara will maintain confidentiality on a need-to-know basis at all times on information held under this policy.

## 3 Associated procedures for Ara Corporate Policy on: Staff Identification and Related Security Measures

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Contents:	3.1	Conditions of Employment
	3.2	Relationship to Personal Information Privacy Principles
	3.3	Relationship to the Ara Code of Professional Practice

### 3.1 Conditions of Employment

All Ara employees and people engaged on contracts for service are required as a condition of employment/contract to adhere to the following security measures:

- a provide at least the set of personal information necessary to establish a basic record on Ara system databases and produce a Ara identification number;
- b provide an update of personal information when details change and verify current details when requested to do so;
- c provide a recent photograph to be stored on the Institute's systems database and used to produce a Ara ID card;
- d agree to personal information, as set out above (including the visual image) being held on the Institute's database in accessible form;
- e accept that when on Ara premises they are required to identify themselves by displaying or producing their Ara ID card;
- f accept personal responsibility for the security of Ara keys or other access devices, including protection of PINs for access/other cards;
- g report to Facilities Management any loss, misplacement or theft of ID cards, keys, other access devices and PINs;
- h return to Facilities Management all ID cards, keys and any other access devices when employment/contract for service at Ara ceases.

### 3.2 Relationship to Personal Information Privacy Principles

All of the requirements, rights, responsibilities and safeguards set out in the Ara policy, 'Disclosing Personal Information about Students and Staff' apply to the procedures included in this policy. The Ara Privacy Officer is available to answer concerns or questions or provide further details related to privacy issues.

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### **3.3 Relationship to the Ara Code of Professional Practice**

The Ara policy, 'Code of Professional Practice' stipulates that staff will maintain the confidentiality, accuracy and privacy of information to which they have access. This pertains to the requirements set out in this policy.

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