

Employee Identification and Related Security Measures

First Produced:	19/07/02	Authorisation:	Te Kāhui Manukura
Current Version:	01/04/2019/07/02, 13/07/07, 01/10/12,	Officer Responsible:	Privacy/Confidentiality issues: Privacy Officer Manager, Facilities Management
Past Revisions:	22/05/18		
Review Cycle:	5 year cycle		
Applies From:	immediately		

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 Institute of Canterbury Limited (Ara Ltd) management recognises the importance of security on campus. To this end, all employees 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 Ltd employees, including full time, part time and temporary employees. 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 Employees* 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 Deputy Chief Executive, Chief Operating Officer.

1.4 Definition

Ara Ltd ID card: Official identification card issued through the Security Office (part of Facilities Management) that includes employee name, number, photograph and year of issue. The card also provides swipe access to designated areas/facilities.

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

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

2 Principles

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

3 Associated procedures for Ara Ltd Corporate Policy on: Employee Identification and Related Security Measures

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

3.1 Conditions of Employment

All Ara Ltd 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 Ltd system databases and produce a Ara Ltd 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 Ltd 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 Ltd premises they are required to identify themselves by displaying or producing their Ara Ltd ID card;
- f accept personal responsibility for the security of Ara Ltd 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 Ltd ceases.

3.2 Relationship to Personal Information Privacy Principles

All of the requirements, rights, responsibilities and safeguards set out in the Ara Ltd policy, 'Disclosing Personal Information about Students and Employees' apply to the procedures

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included in this policy. The Ara Ltd Privacy Officer is available to answer concerns or questions or provide further details related to privacy issues.

3.3 Relationship to the Ara Ltd Code of Professional Practice

The Ara Ltd policy, 'Code of Professional Practice' stipulates that employees 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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