Te Kōhanga Reo o Ngā Kuaka (Ngā Kuaka)

**Personal Files Policy**

# 1. Rationale:

1. Accurate up to date and confidential information on staff is necessary for the smooth operation of Ngä Kuaka and to ensure that well informed decisions are made concerning individual Kaimahi.

# 2. Purpose:

1. To ensure that accurate information is kept on Kaimahi so that informed decisions can be made on issues concerning individuals.
2. To ensure that the treatment of Kaimahi is fair and equitable.
3. To ensure that Kaimahi know what information is recorded about their employment at Ngä Kuaka.

# 3. Guidelines:

1. A Personal File will be established for every person employed by Ngä Kuaka.
2. These files will be kept locked in the office in the safekeeping of the Tumuaki. Access will only be available to the person on whom the file is kept, Pou Manaaki, Tumuaki and Tiatängata (for the purposes of any appointments process or any other action related to the Kaimahi, in which they are involved).
3. Records of Leave and Staff Development will be updated by the Tumuaki/Kaiwhakahaere
4. The information in the files is confidential to the parties in 2. Above and must not be discussed with any other persons. The only exception to this is if there is a complaint against a staff member, which comes before the whanau, at which time information from the Personal File may be required to assist in the whānau decision making process. Any information shared in this way will be confidential to those present and will not be discussed outside of the whānau hui.
5. Information in Personal Files will include:
6. Letters of appointment
7. Letters of commendation or references
8. Performance Reviews
9. Leave details
10. Staff Development details
11. Details of qualifications
12. Any correspondence between Whanau and staff member or vice versa
13. Any formal complaints regarding the staff member, including the action taken and the outcome.
14. EEO information e.g., age, gender, ethnic origin, disability (if any disclosed).
15. Safety information i.e., person to contact in emergency, doctor etc.
16. Personal Files will be kept for 7 years after a staff member has left TKR and the requirement for confidentiality will continue. Kaimahi leaving Ngā Kuaka has the right to request and have provided copies of any of the information on them, held in the Personal File.
17. Any breaches of confidentiality as described in this policy will be treated seriously and appropriate action will be taken against the person who breached confidentiality, by the Whanau.
18. Staff have the right to view their own file if they wish by contacting the persons named in 2. above

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| **I whakaae te whānau ki tēnei Kaupapa Here:** | TBC |
| **Ka tirohia anō tēnei Kaupapa Here i mua i te:** | TBC |
| **Waitohu (Tiatangata):** |  |