



National Disabled Students' Association

Security and Information Policy 2026

1. Introduction

1.1 The **National Disabled Students' Association (NDSA)** provides services such as advocacy, consultation, and training where the **Association** frequently encounters sensitive or confidential information, including information held about individuals subject to the [Privacy Act 2020](#). This **Policy** seeks to ensure information, files, and systems held by the Association is kept securely, and that individuals understand their obligations laid out in this **Policy**, the [Privacy Act 2020](#), and in accordance with the principles of **Te Tiriti o Waitangi**.

2. Scope

2.1 This **Policy** applies to all **Officers** of the **Association**, and any individuals who have been provided access to emails or secure systems such as Google Drive hosted by the **Association** ('account users').

3. Privacy and Security Officer

3.1 The **Executive** shall designate a **Privacy and Security Officer** with the role of overseeing, enforcing, and educating on this **Security and Information Policy** and the **NDSA [Privacy Policy](#)**.

3.2 The **Privacy and Security Officer** appointed as of **25-01-26** is —

Eloise Fleming, Co-President

Privacy@NDSA.org.nz



National Disabled Students' Association

Security and Information Policy 2026

4. Obligations of account users

4.1 Account users agree to treat accounts and information with reasonable care and consideration, and meet any obligations under the [Privacy Act 2020](#).

4.2 Account users must hold passwords and associated login information only within the assigned Bitwarden system, unless given explicit permission from the **Privacy and Security Officer**.

4.3 Account users must act in accordance with the NDSA [Code of Conduct](#) and [Privacy Policy](#), and take care to act in a professional manner when using **NDSA** accounts.

4.4 Users with bank card and financial information access shall act in accordance with the **NDSA** [Financial Oversight Policy](#).

4.5 Account users agree to not enter sensitive or confidential information into unauthorised third-party providers such as generative artificial intelligence (GenAI) without written permission from an **NDSA Co-President**.

4.6 In the event of accidental or improper disclosure of data or information by an **account user**, or a breach of this **Policy**, the **account user** must make the **Privacy and Security Officer** aware of the disclosure as soon as practicable.

4.7 While **account users** may have access to sensitive information, they must be mindful of all [privacy principles](#) under the [Privacy Act 2020](#) and only access sensitive or confidential information as is required for authorised purposes.

4.8 Account users shall seek permission in writing from an **NDSA Co-President** before downloading or storing locally confidential and sensitive information held by the **Association**.

4.9 Account users must take reasonable care when managing incoming emails, messages, or files, and shall ask the **Privacy and Security Officer** should there be



National Disabled Students' Association

Security and Information Policy 2026

any uncertainty around the safety or phishing potential of incoming emails, messages, or files.

4.10 When preparing for account handovers, **account users** shall ensure only information such as relevant files or emails required by the incoming user are retained.

4.11 Account users shall not use **NDSA** domains, accounts, or other property to undertake actions which are illegal or contradict this **Security and Information Policy**, our **Constitution**, and other **NDSA** policies.

5. Obligations of the Association

5.1 The **Association** shall practice manaakitanga (respect and care) and good kaitiakitanga (stewardship) when handling **account user** data, and ensure correct access rights to sensitive and confidential information.

5.2 The **Association** shall seek to ensure all personal information and data collected is done so with lawful purposes and only when necessary.

5.3 Where required by legislation, the **Association** shall provide **account users** with requested data.

5.4 The **Association** shall take care to not share to third parties account user information or activities unless required to do so by **NDSA** Constitution or policies, contractual agreements, disputes or resolution processes, or legislation.

5.5 The **Association** shall delete or destroy any data or information held about individuals at the end of any required retention periods in accordance with the [Privacy Act 2020](#).

5.6 In the event of accidental or improper disclosure of information or data, the **Association** must make an effort to inform affected **account users** as soon as



National Disabled Students' Association

Security and Information Policy 2026

practicable of the nature of the disclosure, and any attempts to remediate any effects which might arise from the disclosure.

6. NDSA account users and user data

6.1 This section applies to any individuals who operate under the **Association's** official domains, including [NDSA.org.nz](https://www.ndsa.org.nz), and any accounts associated with these domains ('**NDSA accounts**'), and activities or data produced by such individuals. Activities and data produced by individuals may include (but are not limited to) —

- a. Recordings and transcripts taken by the **Association** or individuals via online video conferencing associated with **NDSA accounts**.
- b. Recordings and transcripts developed by online note-takers associated with **NDSA accounts**.
- c. Social media and communications designs stored online under **NDSA accounts**.
- d. Google Drive or other storage system files and account activities which occur through **NDSA accounts**.
- e. Emails and account activities under **NDSA accounts**.
- f. Messages and communications under **NDSA accounts** or channels, including social media messaging platforms.
- g. Activities on devices provided by the **Association**.

6.2 The **Association** holds the right to monitor, audit, or review activities and data produced which occur under **NDSA** accounts as needed to meet any of our obligations or best practices under —

- a. Contractual agreements between the **NDSA** and its **Officers**,



National Disabled Students' Association

Security and Information Policy 2026

- b. Upholding the **Association's Constitution, Code of Conduct**, and policy,
- c. Financial and record-keeping best practices,
- d. Handover procedures,
- e. Relevant legislation,
- f. Agreements between the **NDSA** and external partners,
- g. Information provided to the **Association** in confidence,
- h. Information security best practices, or
- i. Any other obligation or requirement of the **Association**.

6.3 All actions taken by the **Association** must follow any requirements of the **Privacy Act 2020** and any relevant legislation, and be taken in good faith with consideration for the personal privacy of individuals subject to any monitoring or review.

6.4 Monitoring, auditing, or review may only be undertaken by the **Privacy and Security Officer** and those with senior operational or administrative privileges.

6.5 The **Privacy and Security Officer** must log access to personal information when undertaking any monitoring, auditing, or review in an **Access Register**, including the reason for accessing the personal information.

6.6 Should any actions be taken against an individual under **8. Breaches of this Policy**, relevant logged information in the **Access Register** must be made available to the individual unless there is lawful reason to withhold such information.



National Disabled Students' Association

Security and Information Policy 2026

7. Māori data sovereignty

7.1 The **Association** may hold data in relation to advocacy, research, campaigns, or other shared mahi (work) with tāngata whenua. Where appropriate, the **Association** and account users shall take into consideration when handling data or information —

- a. Whether the information is tāonga (treasured) and any handling or storage requirements set out by iwi, hāpu, or kaitiaki (guardian/s) of the data or information.
- b. The whakapapa of the data (how the data came to be) and mauri (life force) held by the data or information.
- c. Respect for rangatiratanga (self-determination) over data and information, and requests for data or information to remain confidential or held by kaitiaki.
- d. Respect for whether it is appropriate to enter data or information through third party providers, such as generative artificial intelligence.
- e. Kotahitanga (unity and solidarity) and whanaungatanga (relationships) when obtaining and handling data and information.
- f. Manaakitanga (respect and care) and good kaitiakitanga (stewardship) in the handling of data and information.

7.2 Account users are strongly encouraged to learn about the principles and history of Māori and indigenous data sovereignty through resources such as [Te Mana Raraunga](#).

8. Breaches of this Policy

8.1 The **Association** may take action in the case of a **minor breach** or **material (serious) breach** of this **Policy**.



National Disabled Students' Association

Security and Information Policy 2026

8.2 The **Association** reserves the right to undertake investigative measures to determine whether a breach has occurred, and the severity of the breach.

8.3 A breach may be classed as **minor** or **material** depending on —

- a. The severity of the impact of the breach on the Association, our stakeholders, or individuals affected by the breach,
- b. Whether the breach can be remedied and the potential cost of any remedy,
- c. Whether the breach was intended or made in error, and
- d. The role of the individual who has made the breach.

8.4 Depending on the severity of the breach and requirements of the **Privacy Act 2020**, the **Association** may opt to —

- a. Temporarily or permanently revoke access to confidential or sensitive information,
- b. Request locally stored information is destroyed,
- c. Request an individual remedies the situation within a specified time frame,
- d. Inform affected individuals of the breach and any actions taken since,
- e. Inform New Zealand authorities about the breach,
- f. Review and modify **Association** procedures to prevent future breaches,
- g. Undertake disciplinary or disputes actions in accordance with our Constitution and any relevant agreements or policy, or
- h. Undertake legal action.

8.5 Actions taken by the **Association** in relation to a breach shall be tikanga-informed and follow the principles of **Te Tiriti o Waitangi**.



National Disabled Students' Association

Security and Information Policy 2026

9. Relevant policies and documents

- a. [Constitution \(NDSA website, external link\)](#)
- b. [Privacy Policy \(NDSA website, external link\)](#)
- c. [Web Privacy Policy \(NDSA website, external link\)](#)
- d. [Code of Conduct \(NDSA website, external link\)](#)
- e. [Understanding internet security \(NDSA internal document\)](#)
- f. [Privacy Act 2020 \(New Zealand Legislation, external link\)](#)
- g. [Privacy Principles \(Privacy Commissioner, external link\)](#)

10. Ratification

Approved by the NDSA Executive: Yes

Date created: 19-02-2026

Date of most recent ratification: 19-02-2026

Related minutes: Executive meeting 19th February 2026

Date due review: 19-02-2027

Signature from: Eloise Fleming, Co-President for the NDSA 2026

Signature: