

*Controlled Document – refer to Intranet for latest version*

Category: General Administration

Date Created: September 1997

Responsibility: Executive Manager Corporate

Date Last Modified: July 2012

Approval: Chief Executive

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## Purpose

This policy sets out UCOL's approach to ensure compliance with the Official Information Act 1982 and the rules governing access to information held by UCOL.

## Scope

This policy applies to all staff and contractors. The Official Information Act 1982 enables to make information more freely available, provides for the proper access by each person to official information relating to that person, to protect official information to the extent it is consistent with the public interest and the preservation of personal privacy, and to establish procedures for the achievement of that purpose.

## Responsibility

All staff and contractors are responsible for the correct application of this policy and to comply with legislative obligations.

## Policy Statements

UCOL will protect official information to the extent consistent with the public interest and preservation of privacy. UCOL will also establish a procedure for dealing with requests for official information in accordance with the provisions of the Official Information Act.

### ***Receiving Request for Official Information***

This is a written request by a person in New Zealand or an incorporated body which has business premises in New Zealand addressed to Universal College of Learning (UCOL) to make available to them any official information.

### ***Assistance to People who Wish to Make Requests***

All UCOL employees must provide reasonable assistance to people who indicate they wish to make a request for official information.

### ***Transfer Immediately All Requests to The Office Of The Chief Executive***

All employees shall transfer all requests for official information to the Office of the Chief Executive immediately, as the request to another department or Minister or organisation must be made within 10 working days from the date of the original request.

## Relevant Legislation

- ♦ Official Information Act 1982

- ◆ Local Government Official Information and Meetings Act 1987
- ◆ Privacy Act 1993
- ◆ Education Act 1989

## **Related Documentation**

- [Official Information Procedure](#)