

6 March 2025

withheld 9(2)(a)

Tēnā koe withheld 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 5 February 2025 for:

1. *How does your organisation define Māori data as opposed to non-Māori data?*
2. *Does your organisation have Māori Data Sovereignty and or a Māori Data Governance policy or strategy? If yes, I request a copy*
3. *I also request a copy of your organisation Data Governance strategy/policy/policies?*
4. *Has your organisation had with any success or no/limited success, implementation of any Māori Data Sovereignty Principles or Māori Data Governance? If yes, please provide details of the implementation and how you measured its success.*
5. *How many .fte are allocated to Māori Data practices in your organisation?*
6. *What country/countries are the majority of your organisation's data stored?*
7. *Which Cloud Provider(s) do you use?*

In response to questions 1, 2, 4 and 5

Like many government agencies, the Ministry for Women (the Ministry) has not yet defined Māori data and does not have a specific Māori data policy. However, the Ministry's existing data policies align with New Zealand Data and Information Management principles and guidance supported by Stats NZ. There are no FTE allocated to Māori data practices.

In response to question 3

A copy of the Ministry's Information and Records Management Policy is attached, this policy is currently being reviewed as part of the Ministry's regular policy refresh. The Ministry is currently drafting its Information Management Strategy, as such your request for Data Governance strategies is declined under section 9(2)(g)(i) of the Official Information Act. Release of this information may inhibit the free and frank expression of opinions of staff involved in drafting the document.

In response to questions 6 and 7

The Ministry contracts Microsoft to meet its cloud service needs. A majority of the Ministry's digital data is stored on servers and data centres based in Australia. The use of these

Microsoft technologies aligns with all-of-government policies on the acceptable use of cloud services.

Official Information Act responses

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

withheld 9(2)(a)

Deputy Secretary, Organisational Performance and Services

Taitara | Information and Records Management Policy

Version	0.01	Contact	Corporate services
Policy Owner	Director, Corporate Services	Approved	Director, Corporate Services
SharePoint	Internal Policies	Due for Revision	July 2026

Kaupapa | Purpose

- 1
- The purpose of this policy is to provide a clear, consistent approach to information management at Manatū Wāhine Ministry for Women (**the Ministry**).
- 2
- Good information management practices support both organisational efficiency and transparency as well as legislative obligation, stemming from the Public Records Act 2005 and is an individual, as well as collective, duty.
- 3
- This policy defines the mandatory, minimum information management requirements for the Ministry. The policy aligns with Public Records Act 2005 and related Information Management standard.

Hōkaitanga | Scope

This policy applies to all employees and contractors of the Ministry, regardless of role. It encompasses:

- all business information and data systems, and activities performed by, or on behalf of the Ministry, and
- all information and data created, used, or collected in our activities, regardless of format.

Ngā Mātāpono | Principles

The Ministry must:

- treat Information and Public Records as critical assets of the organisation and in a manner that respects indigenous data sovereignty,
- create and store Information and Public Records in appropriate formats and repositories that reflect their sensitivity, value and intended use,

- maintain Information and Public Records so that they are accessible, complete and secure for as long as they are required to support business activity and/or legislative requirements,
- not dispose of Public Records in accordance with a current Disposal Authority or other legislative instrument,
- provide information management frameworks that ensure the Ministry's compliance with all relevant legislation, including the Public Records Act 2005 and related standards,
- provide appropriate Systems, equipment and tools to enable compliance by Users with the requirements of this policy and the Public Records Act 2005,
- provide relevant training and assistance to Users to improve knowledge and skills in information management and to minimise risks to Public Records.

All Public Records created by or for the Ministry are the property of the Ministry and not of the Users who created or received them.

Ngā Tūmahi me ngā Haepapatanga | Roles and Responsibilities

Party	Responsibilities
Executive Sponsor	• organisational advocacy for and leadership of Information and Public Records within the Ministry. • strategic oversight of Information and Public Records management at the Ministry including (but not limited to): - ensuring the development and implementation of an information and records management plan and programme of activity to address gaps, - ensuring that processes exist to manage the Disposal of Public Records. • being the primary contact for Archives New Zealand Te Rua Mahara o te Kāwanatanga.
Leadership Team	• lead and support the improvement of Information and Public Records practices within their respective teams, including compliance with this policy.
Managers	• responsible for ensuring Users under their management are aware of, and follow, this policy and associated Information and Records Management procedures. • identify Users requiring records management training. • fostering a culture that promotes good Information and Public Records management practices; • ensure appropriate resources (time and people) are allocated to Information and Public Records management.

	promptly escalate to the Executive Sponsor any Information and Records management risks or concerns that are not being adequately addressed.
Service Owners	responsible for ensuring their respective Systems can meet Public Records Act requirements, in design, implementation, upgrade and shut down phases.
All Users:	- understand and comply with this policy and associated procedures (if any). - create full and accurate Public Records of activities, transactions and decisions carried out in the course of daily business activity within the Ministry; - protect and store all Public Records in approved Ministry recordkeeping repositories; - ensure that access to and distribution of Information and Public Records are appropriate to the nature, value and intended use of the documents; - notify the Executive Sponsor if any Public Records identified as high value or high risk according to the Ministry's information asset register have been lost or inappropriately destroyed; and - do not destroy or remove Public Records other than in accordance with an appropriate Disposal Authority.

Definitions

Disposal: The transfer of control of or the sale, alteration, destruction or discharge of a Public Record.

Disposal Authority: A written authority from Archives New Zealand Te Rua Mahara o te Kāwanatanga pursuant to the Public Records Act in force that authorises how and when Public Records may be disposed of.

Executive Sponsor: The person who has strategic and executive responsibility for overseeing information and records management in the Ministry. The Executive Sponsor at the time of issue of this Policy is the Director of Corporate Services.

Information: All forms of data and information, whether it be digital/electronic or structured, unstructured, private, personally identifiable, classified or unclassified, or hard copy/physical.

Manager: A member of the Ministry staff who is responsible for and manages a team (or teams) of people or oversees an outsourced function/service.

Public Record(s): Information created by the Ministry that evidences its activities and functions as a public office.

Public Records Act: This term means the Public Records Act 2005 (and any replacement, substitute or amended statute) and includes any related mandatory information management standard.

Service Owner: A user who is accountable for a System. A Service Owner is typically a Manager who is responsible for continued delivery and improvement of the service and will typically have the responsibility of developing a roadmap and have budget to support it.

System: An equipment or interconnected system or subsystems of equipment that is used in the acquisition, storage, manipulation, management, control, display, switching, interchange, transmission, or reception of data and that includes computer software, firmware and hardware.

User(s): Ministry staff, contractors and third parties with access to the Ministry information assets.

Matatū Wāhine related policies and documents

This policy should be read in conjunction with the following:

- Information Communication and Technology Acceptable Use Policy
- Privacy Policy
- Code of Conduct
- Information Security Exemption process
- Information Security policy
- IT Governance Board Charter

Document Management

This policy comes into effect on 1 July 2023. This policy must be reviewed within three (3) years of its effective date or following legislative change, whichever is the sooner.