



26 September 2023

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Tēnā koe Ashley

Your Official Information Act request OIA 2324 – 0145

I write regarding your Official Information Act (the Act) request, which was received by Te Tari Taiwhenua, the Department of Internal Affairs (the Department) on 31 August 2023.

You have requested:

Copies of the Ministry's policies, procedures, and processes regarding the use of teams by staff members, including requests to access teams chats by managers.

How many requests for access to staff members' teams chats have been made by managers and/or people leaders in the past 12 months? What justifications or reasons are required when lodging a request to access staff members' teams records? Are the staff members advised when these requests are lodged as part of the process? Is privacy a factor considered when deciding whether to grant access?

Response to your request

1. *Copies of the Ministry's policies, procedures, and processes regarding the use of teams by staff members, including requests to access teams chats by managers*

The Department does not have a specific policy regarding the use of teams, however there are two policies that have content that broadly apply:

- a) Information Management Policy (Appendix One) sets expectations about how people manage information they create, collect, share, and receive.
- b) Secure ICT Assets Policy (Appendix Two) includes information about monitoring, accountability, and audit trails.

The Department's Code of Conduct also includes a section on the use of Internal Affairs property and business tools:

'Use of business tools is a privilege, and you are expected to use good judgement about what is permissible and what is not. Limited personal and appropriate use or use in a representative capacity (such as a union delegate or support person) is acceptable. If you are in any doubt refer to the Decision-Making Framework (page 6) or ask your manager. Your internet and email activity may be monitored and reviewed. Internal Affairs has the full right to access, retrieve and disclose all information on its technology and communication systems to ensure the security of data, the network and resources and to prevent unlawful and unacceptable use. If you are concerned about whether a particular use of the network is appropriate you should speak to your manager.'

There are number of guides on how to use teams available to our kaimahi on the Department's internal intranet, these are attached as Appendix Three.

2. *How many requests for access to staff members' teams chats have been made by managers and/or people leaders in the past 12 months? What justifications or reasons are required when lodging a request to access staff members' teams records? Are the staff members advised when these requests are lodged as part of the process? Is privacy a factor considered when deciding whether to grant access?*

There have been no requests for access to staff members' teams chats in the past 12 months.

We intend to publish our response to your request on www.dia.govt.nz. This letter, with your personal details removed, will be published in its entirety. Publishing responses increases the availability of information to the public and is consistent with the Act's purpose of enabling more effective participation in the making and administration of laws and policies and promoting the accountability of Ministers and officials.

If you have any feedback or questions about the Department's response, please let us know at OIA@DIA.govt.nz. If you have any concerns with the information in this response, you have a right to request an investigation and review by the Ombudsman under section 28(3) of the Act. Information on how to do this is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa



Simon George
General Manager, Pūmanawa Tangata – Human Resources