TĀTAU TĀTAU
O TE WAIROA
GROUP POLICY

# MEMBERSHIP REGISTRATION POLICY

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TĀTAU TĀTAU
o Te Wairoa

# MEMBERSHIP REGISTRATION POLICY

E kore e ngaro te kākāno i ruiā mai i Rangiātea

The seed that is sown in Rangiātea
will never be lost.

**The whakataukī above refers to the importance of whakapapa and connection that people have to one another and to places. Whānau and whenua are a foundation to cultural identity which has an important contribution to individual and whānau wellbeing.**

## *INTRODUCTION*

The Trust Deed requires the Trustees to maintain a register of Members of the Iwi and Hapū of Te Rohe o Te Wairoa including a regsiter of Adult Registered Members.

## *PURPOSE*

The purpose of this policy is to ensure that the trust creates and maintains a register of members that is consistent with the pirvacy principles and tikanga of Iwi and Hapū of Te Rohe o Te Wairoa.

## *REQUIRED OF*

All people representing Tātau Tātau o Te Wairoa, inclusive of Trustees, Directors, committee members, employees, and contractors.

## *POLICY*

A member is an individual who is an uri or "descended" from another person or ancestor by birth, legal adoption, or Māori customary adoption (according to the tikanga of the Iwi and Hapū of Te Rohe o Te Wairoa.)

An Ancestor is an individual that is descended from a recognised ancestor of an iwi or hapū (listed in the Trust Deed) that exercised customary rights predominantly in relation to the

area of interest at any time after 6 February 1840.

A Registered Adult Member is a person over the age of 18 years who has been confirmed by the relevant Kāhui Committee (validators).

Members who are over the age of 18 years and have a parent or ancestor that is an Adult Registered Member will automatically qualify as an Adult Registered Member by virtue of being decended from this person/s.

The trust will take reasonable steps to ensure that an individual member is a "real person" by way of acquiring a birth record, legal identification or other records it considers legitimises the identity of the individual.

As a part of the trust activities the trust will collect information about members. This information maybe linked to the individual member/s via their member identification number.

The trust will take reasnable steps to regularly contact members to update their contact details. However, the onus on keeping individual details accurate rests with the individual.

The trust will engage with members to activate their participation in iwi and hapū activities.

Member information will only be shared with relevant Kāhui and marae where the individual has agreed.

Where a record of individual agreement to sharing details cannot be located then the trust will take reasonable steps to ilicit agreement directly from the member.

The trust considers reasonable steps as both an explicit opt-in or opt-out option. When using an opt-out option the purpose must be clearly defined and a reasonable period of time to reply must also be stated.

The use of "opt-out" options will be considered on a case by case basis having weighed the information from a legal and tikanga perspective.

The trust will execrise rangatiratanga in regards to information it holds about members. This will primarily be through the application of tikanga of Iwi and Hapū of Te Rohe o Te Wairoa.

Kāhui members including Kāhui validators shall only be granted access to their relevent member details where the Kāhui representative Director on the trust has agreed, and there is a signed Non-Disclosure Agreement on file.

## *CONSEQUENCES*

The sharing of member information can result in risk for TToTW. The consequences may be minimal from a financial risk perspective and potentially significant from a reputational risk. The consequences to you are specified in individual employment agreements, the Board Manual, or contract terms.

## *REFERENCES*

- Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018
- Privacy Act 2020
- Communication Policy
- Deed of Variation and Tātau Tātau o Te Wairoa Trust Deed

## *Questions*

If you require clarity, assistance, or questions about this policy, please discuss these with your manager, Trust Chief Executive, or Trust Chairperson.

TĀTAU

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**CONTACT DETAILS**


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