

OS//OS & EXP Ltd

Privacy Policy

Purpose of Policy

To ensure that good information handling practices are in place, aligned with the philosophy of [*Nothing About Us Without Us*](#), which extends to the collection, storage and disclosure of information for all:

- Current and prospective EXP Ltd employees and volunteers.
- Other individuals connected with EXP Ltd.

EXP Ltd, and all of its employees and volunteers are committed to adhering to the [Privacy Act, 1993](#).

EXP Ltd will collect personal information necessary for the operation of its service delivery and as required by law. In the event where law requires such information, the organisation will inform the individual which law requires the information to collect the particular information.

EXP Ltd may also disclose information relevant to contractual obligations.

EXP Ltd will collect information including:

- Identification and contact details for all employees, volunteers.
- Emergency contact details for all employees and volunteers.

EXP Ltd will store accurate and up to date information in a manner which maintains confidentiality.

EXP Ltd may use the information gathered for research and development purposes, permission will be obtained from all individuals involved in such research.

EXP Ltd will take all reasonable steps to ensure that the sensitive conversations are held privately and cannot be overheard or seen.

EXP Ltd will obtain written permission from all individuals to publicly use photographs or videos that they appear in.

If there is a serious threat posed to the safety of a person or the general public, EXP Ltd will notify the relevant authorities.

Intellectual Property, open source, and confidentiality

This programme has invited you to participate and selected you on the understanding that you are interested developing skills associated with building ventures, initiatives and projects that benefit young people in Aotearoa. It will be your decision how to take this forward in your life, and to what extent. EXP Ltd shall retain no ownership of IP (intellectual property) or share of equity (company shares), however we may wish to discuss how your IP is used in the future by the EXP Ltd or other stakeholders. EXP Ltd encourages an open source philosophy in all areas of our work, when and where

suitable. Whilst we strive to adhere to this, we will not compromise security or privacy; this means any personal details, identifiable information, or sensitive information produced or placed in the stewardship of EXP Ltd will not be disseminated or otherwise distributed unless consent is given by affected parties.

By participating in the any events and or engaging with OS//OS you agree that EXP Ltd and its stakeholders may refer to you as being or having been a part of the EXP Ltd OS//OS Conference, although we will discuss this with you before making any statements.

Relevant Legislation:

- Privacy Act, 1993

Confidentiality and Information Sharing

All EXP Ltd staff and volunteers must act within the legal requirements of the Privacy Act and other statutes. There are provisions within each of these acts for sharing information needed to protect children and enable other people to carry out their legitimate functions.