

AUCKLAND JUSTICES OF THE PEACE ASSOCIATION INC.



Title:

Policy for Technology

Purpose:

Technology is recognised as a vital part of Association and member activities. It assists in maintaining and communicating the provision of service to the community, along with records of the services provided. The term technology refers to software (including applications), hardware, platforms and processes which support the activities of the Association and its members.

Policy:

1. A Technology Committee will be set up annually by the President of the Association consisting of at least two persons, with a chairman selected by the President.
2. The Technology Committee shall take a lead role in the development, trialling and piloting of changes to technology as it relates to the Association and its members.
3. Principle aims of the Committee include the investigation and implementation of low or no cost technologies to gather and make use of information that supports the goals and aims of the Association (gathering statistics, organising rosters)
4. The use of technology is viewed as a tool for members to stay current with the requirements of their duties as Justices of the Peace and with participation as members of the wider community of Justices of the Peace.
5. Technology will increasingly be involved in communication with clients and prospective clients, the services able to be performed by Justices of the Peace, the methods by which they can be obtained and the availability of those services.
6. Efficient and effective administrative processes which support the good running of the Association will embrace and utilise appropriate technology, including using available resources to improve access for members and clients to digital documentation.
7. An increasing priority will be leveraging those resources, along with the time and energies of Members, to run workshop or classroom style tutorials to educate our members and successfully encourage them to become and remain accredited.
8. The Association will actively share initiatives, advocating for and participating in discussion with the Royal Federation, along with other geographic associations, to optimise the use of technology across the community of Justices of the Peace.
9. AJPA technology and systems are only to be used for AJPA purposes.
10. No files are to be transmitted or stored on or by AJPA systems which breach copyright or may be considered offensive or likely to bring the association into disrepute. Members may be denied access to the AJPA system following such breach.

Date Approved: December 2023

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11. Any data stored or transmitted using AJPA systems is the property of the AJPA.
12. The AJPA will comply with any legal request to provide or release information.
13. Members may not share login credentials or store passwords in written form. If members consider that their credentials have been compromised, they must immediately inform the Registrar.
14. AJPA electronic files may only be stored on the official AJPA G Drive. AJPA electronic files may not be stored on portable media or stored/transmitted using other tools/cloud storage.
15. AJPA systems may only be accessed from systems that meet the AJPA security policy i.e. an up-to-date Antivirus system and all relevant patches installed on the device.
16. Where a member no longer has access to the AJPA systems, the AJPA may request confirmation that the member no longer has copies of any AJPA files stored.
17. AJPA takes the approach of storing the absolute minimum of identifiable personal information in order to minimise any exposure with respect to the Privacy Act.
18. Data stored on any AJPA system will be reviewed, revised and deleted as required, at regular intervals.