



# Te Kawa Mataaho

Public Service Commission

6 July 2021

Andrew Ecclestone

[fyi-request-15708-7f0daa32@requests.fyi.org.nz](mailto:fyi-request-15708-7f0daa32@requests.fyi.org.nz)

Dear Mr Ecclestone

**Official Information Request**  
**Our Ref: OIA 2021-0071**

I refer to your official information request received on 8 June 2021 for:

*“a copy of the Information Strategy, and all protocols, guidelines and other policies, guidance, and procedures produced in order to implement the strategy and its associated policies”.*

**Information being released**

In 2015, Te Kawa Mataaho Public Service Commission (the Commission) endorsed the Information Strategy, which sets out the high level context for managing the Commission’s strategic information resources.

The strategy sets out four principles;

- Information into insight
- Information is an asset,
- Information is well managed
- Information is protected & open

Please find enclosed and listed in table below, documents covered by your request.

Item	Document Description	Decision
1.	Information Strategy	Released in Full
2.	Information Strategy - Roles and Responsibility	Released in Full
3.	Information management protocols	Released in Full
4.	Information Release Guidelines	Released in Full
5.	Collection guidelines	Released in Full
6.	Information Release Confidentiality Guidelines	Released in Full

If you wish to discuss this decision with us, please feel free to contact [Ministerial.Services@publicservice.govt.nz](mailto:Ministerial.Services@publicservice.govt.nz).

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](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) [and enclosed documents] on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely



Nicky Dirks

**Manager – Ministerial and Executive Services**  
**Te Kawa Mataaho Public Service Commission**