



NEW ZEALAND SECURITY INTELLIGENCE SERVICE

P.O. Box 900,
Wellington,
New Zealand

8 August 2014

Joshua Grainger
Fyi-request-1722-f0d244c8@requests.fyi.org.nz

Dear Mr Grainger

OIA Request

1. Thank you for your e-mail of 30 May 2014 requesting, under the provisions of the Official Information Act 1982 (OIA), a copy of any manuals, instructions, guidelines or other documents used by the New Zealand Security Intelligence Service (NZSIS) for dealing with requests made under the OIA or Privacy Act 1993.

2. The NZSIS is currently refreshing its policy documents on OIA and Privacy Act requests and it was our intention, in seeking an extension to respond to your request, that we would be in a position to provide you with a final version of that document, but regrettably it is still in draft. A copy will be published on the NZSIS website in due course and we will alert you to that.

3. In the meantime, attached are some other materials relevant to your request, specially:

- A declassified copy of the ***Policy on the Release of Information*** (in effect from April 2009), and
- A declassified aide memoire, ***Principles and Guidelines for Dealing with Statutory Access Regime Requests***, previously used by our Privacy Officer for guidance on dealing with Archive issues. This reference document was written some time ago and is also currently under review.

4. Staff designations and [***] have been removed from this document under the provisions of section 6(a) [prejudice security] of the OIA. Where information is withheld you have the right, under the OIA, to ask the Ombudsmen to investigate and review my decision.

5. Also enclosed is a copy of a document explaining the use of section 10 of the OIA and section 32 of the Privacy Act – the “neither confirm nor deny” provisions – which is relevant to your request. This document is posted on the NZSIS web-site nzsis.govt.nz.

Yours sincerely

A handwritten signature in blue ink that reads 'Rebecca Kitteridge'.

Rebecca Kitteridge
Director of Security

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