

IDI DATA LAB SITE SECURITY & ACCESS POLICY

Purpose

The purpose of this document is to outline the security measures that have been established to setup and monitor our internal Stats NZ IDI Data Lab.

REMEMBER: In addition to this, all data lab users must adhere to the guidance of Stats NZ at all times.

Operating environment

Only authorised users are permitted to access the Data Lab when it is operating and the door must be shut at all times. The door is alarmed and will beep constantly until closed if left open for longer than 45 seconds.

Gaining access to the IDI data lab

Access to The University of Waikato's onsite IDI Data Lab is controlled by swipe card access. The swipe card access is administered through University of Waikato Security Services who control these services across campus. Using numbered swipe cards, access will be granted to the following individuals:

- University of Waikato staff that are Stats NZ approved IDI researchers
- University of Waikato students that are Stats NZ approved IDI researchers
- External parties that are Stats NZ approved IDI researchers
- Specified individuals in the ITS team and senior leadership of DALPSS
- A specified cleaner contracted by the University of Waikato

Validating a Stats NZ approved IDI researcher will be managed by Te Ngira. Access will be granted when proof of your approved research project has been sighted. No one will be granted access to the Data Lab until we have validation of their approved status.

University of Waikato staff will be given preference for seats, followed by staff of Scarlatti and Toi Oho Mai then University of Waikato students, and lastly approved external parties.

Responsibilities when you are using the data lab:

- You must comply with the regulations set out in the Stats NZ confidentiality training workshop
- You need to keep the door closed at all times
- If a non-approved IDI researcher (i.e cleaner or ITS consultant) is in the data lab, all other portals should be locked out for the given time that these individuals are required in the Data Lab
- If you lose your access card, please contact Te Ngira immediately

Managing visitors' access to the Data Lab

The Data Lab will not be widely accessible to any visitors and will only be supported to use the Data Lab if hosted by an approved researcher. Visitors will be exposed to the same validation requirements set out for authorised users by Stats NZ. Visitors will not be provided their own access card, and instead will be the responsibility of their host.

Detecting and Reporting Security Incidents

As part of our Data Lab Access Policy anyone accessing this environment acknowledges security and compliance is the responsibility of everyone. All Data Lab users are aware of the security requirements and the steps required to keep this space safe and mitigate associated risks.

Acknowledgement

Use of the Data lab is acknowledgement you have read this policy and will follow it at all times.

*Should a staff member detect a security concern please contact
Renaë Dixon at renaë.dixon@waikato.ac.nz or 07 837 9199
immediately. Alternatively, you can contact University of Waikato
Security on 07 838 4444*



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

**DIVISION OF ARTS,
LAW, PSYCHOLOGY,
& SOCIAL SCIENCES**

TE WĀNANGA O NGĀ KETE

