



20 December 2018

NZTA  
Private bag 11777  
PALMERSTON NORTH 4442

By Email

For: Gemma Rush

Dear Gemma

**Annual Report on Members Compliance  
New Zealand Institute of professional Investigators Inc (“NZIPI”)**

Introduction

I refer to the NZIPI authorisation pursuant to section 241 of the Land Transport Act 1998 and in particular our requirement under condition “k” for us to provide an annual report on our members’ compliance with the conditions set out in the authorisation each year.

NZIPI Compliance Declaration

I can confirm our members have complied with s241 and this is evidence by way of audits that we have performed bi-monthly, with assistance from Infolog.

I am pleased to say that every audit has been successful. We have no breaches to report.

NZIPI Approved Members Pursuant to s241

We have constantly communicated to those members that we have asked to be authorised (*Note: I draw your attention to the fact that not all members of NZIPI, even if they are licensed have been approved by our Executive to have authorisation*).

There is a strict pre-approval process with NZIPI, members must hold a licence, must retain transaction records (Infolog holds records of all searches and provides us with details so that we also conduct our own internal audits).

It might be worth noting, given the SSC report released on Tuesday, that **S9(2)(a)** while a member is not on our list of requested approved members.

Bi-Monthly Audit

Bi-monthly, Infolog provide the Executive with a list of searches performed by NZIPI members approved pursuant to s241. This list is a result of a random selection by an Infolog programmer.

The Executive sends to the members concerned a request for an explanation of the search purpose and confirmation that the search was performed in accordance with the approved s241 purposes (detailed below).

On receipt of the response, the Executive considers the same, then we send to Infolog the audit result.

### Training

We have also provided our members with the Infolog training module:

Pursuant to Section 241 of the Land Transport Act 1998 NZTA have 'Authorised' your access to certain names and addresses held on the Motor Vehicle Register. You must select an 'authorised purpose' as below.

**Authorised Purpose:**

- Preparing evidence related to criminal offences enforcing Court orders and judgments;
- the detection and investigation of suspected fraud
- when acting as a contracted agent on behalf of government agencies with law enforcement functions, to assist in carrying out those functions
- Other Purpose (This query will run a 'Standard' level authorisation)

If requested by the NZ Transport Agency, Information Logistics Company Limited will provide records of queries for auditing purposes. At any time, any identified instances of unauthorised access will be immediately notified to the NZ Transport Agency and the Privacy Commissioner.

### New NZIPI Committee

For your additional information, we held our AGM on 15 November 2018 with a new committee being appointed, the new committee being;

**Executive Officers:**

S9(2)(a) [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**Committee Members:**

S9(2)(a) [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

### Code of Professional and Ethical Conduct

The new Executive approved that our long term Code of Ethics be expanded and this is now our Code of Professional and Ethical Conduct, which has been distributed to all our members and loaded on our website as follows:



**NZIPI MEMBERS CODE OF PROFESSIONAL AND ETHICAL CONDUCT**

*At all times in their professional work, members of the New Zealand Institute of Professional Investigators individuals must adhere to the following Code of Professional and Ethical Conduct.*

***“Code of Professional and Ethical Conduct***

*The New Zealand Institute of Professional Investigators Incorporated (“NZIPI”) is committed to the highest standards of professional and ethical conduct at all times.*

*All NZIPI Members are expected to conform to these standards of professional and ethical conduct personally and collectively in all respects. This applies to both their businesses and their employment. These standards include their obligations and responsibilities due to their staff and clients, principals and the general public. Importantly, this also applies to their relationships with other NZIPI members who must all comply with all applicable laws, regulations and rules.*

*Any breach of the NZIPI Code of Professional and Ethical Conduct shall render the member committing a breach liable to the disciplinary procedures of the Institute as set out in the Constitution and Rules of the NZIPI.*

***Integrity***

*NZIPI members shall maintain high standards of integrity and professional conduct with fairness and honesty at all times in dealing with clients or employees, past and present, with members of the NZIPI and with the general public.*

***Public Interest***

*NZIPI members shall conduct their professional activities with respect for the public interest.*

***Accuracy***

*NZIPI members shall be factual and accurate when providing information about their services and the services of any company they represent. NZIPI members shall not use deceptive practices. All marketing material and internet advertising must be factual, and no inaccurate or exaggerated claims are to be made in regard to experience, qualification, ability and or their association with other organisations. Members may include the NZIPI logo on any internet and or marketing materials when advertising their personal NZIPI membership, but they shall not represent this membership as a form of professional qualification and or training. Members shall not advertise in a manner that is vague or confusing in purporting that their membership is anything other than individual to them and not aligned with any business they are associated with.*

***Responsiveness***

*NZIPI members shall promptly and fully respond to the Executive, any enquiries or requests for information and documentation deemed relevant at the sole discretion of the Executive, by the Executive, over any complaint made against them by any party.*



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*NZIPI members shall provide to the Executive, upon request by the Executive, complete details about the cost, restrictions and other terms and conditions of any products or services sold, including cancellation and service fee policies.*

*NZIPI members shall not maliciously injure the professional reputation or practice of colleagues, clients or other members.*

**Confidentiality / Conflict of Interest / Compliance**

*NZIPI members shall not use improperly obtained client lists or other confidential information.*

*NZIPI members shall treat every client transaction confidentially and not disclose any information without permission of the client, unless required by law.*

*NZIPI members shall not allow any preferred relationship with another member to interfere with the interests of their clients.*

*NZIPI members shall abide by the NZIPI Code of Professional and Ethical Conduct, the NZIPI Rules and Constitution and all New Zealand laws and regulations..”*

Closing

We trust this report satisfies the requirement of condition “k” but if you have any specific query or wish us to provide any further information, please do not hesitate to contact the writer.

Yours faithfully

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S9(2)(a)



New Zealand Institute of Professional Investigators Inc.

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