



Date: April 2021

Miriam Taris
Chief Executive
Western Bay of Plenty District Council
Private Bag 12803
Tauranga Mail Centre
Tauranga 3143

Dear Miriam

Audit New Zealand's client portal: AuditDashboard

Audit New Zealand has engaged Audit Dashboard Incorporated to provide a client portal, AuditDashboard.

AuditDashboard is a secure online tool that will make it easier for files to be shared between Audit New Zealand and Western Bay of Plenty District Council, and for your people to work with us. We will request and receive files from your organisation through AuditDashboard.

For more information, please refer to: [Information about AuditDashboard](#)

This letter outlines:

- your organisation's responsibilities when using AuditDashboard; and
- Audit New Zealand's responsibilities in respect of AuditDashboard.

Please indicate your organisation's agreement to these responsibilities by signing in the space provided at the end of this letter, and returning a copy to me. Once we have your written agreement, we will activate a user profile for in AuditDashboard.

Your organisation's responsibilities when using AuditDashboard

AuditDashboard implements industry standard encryption and security controls to keep your organisation's data safe. However, each user of AuditDashboard is responsible for ensuring these controls can operate. Your organisation is responsible for your users' use of AuditDashboard.

Upon registering, each user will be required to read and accept individual Terms of Use. These are aligned with your organisation's responsibilities in this letter. The Terms of Use can be viewed at auditnz.auditdashboard.com/Account/Terms.

We expect you to ensure that AuditDashboard users in your organisation know that they must only access AuditDashboard using devices that have been approved for work purposes by your organisation. By using approved devices in conjunction with complying with your organisation's own policy on computer use, users are more likely to comply with the Terms of Use that each user must agree to.

We expect your organisation to provide an environment that supports AuditDashboard users in your organisation to:

- use a secure network with firewall protection;
- use a modern, up-to-date browser, and an operating system that features integrated anti-virus and anti-malware software;
- use their own unique user account each time they access AuditDashboard, and comply with the password security measures in the Terms of Use;
- take the same precautions when using AuditDashboard as they would with other secure online transactions, such as ecommerce and banking;
- logout of AuditDashboard, lock their system and secure their computer when left unattended; and
- not misuse AuditDashboard.

Your organisation must inform Audit New Zealand if a user leaves, or if a change in circumstances (for example, a change in role) means that a user should no longer have access to AuditDashboard. Once we have been informed, we will remove access for that user.

Your organisation must inform Audit New Zealand of any information that should be restricted so it can only be viewed by specified users, such as payroll data.

Your organisation must notify Audit New Zealand immediately of any unauthorised use of an AuditDashboard account or in the event that a user's account details are compromised.

We expect your organisation to maintain the confidentiality and integrity of the content and technology of AuditDashboard to at least the same level of care required by your organisation in respect of its own confidential information, but in no event using less than a reasonable standard of care.

Our responsibilities

Our responsibilities for your data remain the same as those stated in your audit engagement letter. We are responsible for the security of the data provided by you to us for the purpose of an audit engagement.

We are responsible for obtaining assurance that AuditDashboard is secure for the classification and sensitivity of data that is involved. When we engaged AuditDashboard, we considered risk, security,

privacy, functionality, and business requirements. These are all fundamental requirements for information governance and assurance¹.

Audit New Zealand does not guarantee the availability of AuditDashboard. We reserve the right to withdraw AuditDashboard at our discretion. Where possible, we will notify your organisation in advance.

If our contract with AuditDashboard is terminated, AuditDashboard will delete your organisation's data, except if you request its return, or such data is required by Audit New Zealand to perform the audit engagement.

Next steps

Please indicate your organisation's agreement to the responsibilities in this letter by signing in the space provided and returning a copy to me. We may create AuditDashboard user accounts using your employees' names and e-mail addresses, solely for the purpose of setting up a user profile for your organisation in Audit Dashboard. However, we will only activate the user profile, and send details to your employees about their AuditDashboard user accounts, when we receive the signed copy of this agreement referred to above.

If you have any questions about the use of AuditDashboard, please contact me as soon as possible.

Yours sincerely



Clarence Susan
Appointed Auditor
On behalf of the Auditor-General

Agreement to AuditDashboard responsibilities

Western Bay of Plenty District Council agrees to the responsibilities set out in this letter.

Signature: 
Name: Miriam Taris
Title: Chief Executive

Date: 10/5/2021

¹ NZ Information Security Manual v3 – section 4.1.11 & 4.1.12