

## Te Rūnanga o Ōtākou Inc

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Ōtākou RD2  
Ōtago Peninsula  
Dunedin 9077  
New Zealand

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WWP /Office use: Registration number: \_\_\_\_\_

Approved at RG (date) \_\_\_\_\_

Kaumātua name/s & No/s approved: \_\_\_\_\_

Other info: \_\_\_\_\_

# ŌTĀKOU HAPŪ REGISTRATION FORM

YOUR SURNAME: \_\_\_\_\_

FIRST NAME/S: \_\_\_\_\_

ARE YOU REGISTERED WITH KĀI TAHU BY ANY OTHER NAMES?

SURNAME: \_\_\_\_\_ FIRST NAME/S \_\_\_\_\_

YOUR DATE OF BIRTH day/mth/year \_\_\_\_\_ (essential)

YOUR CONTACT DETAILS:

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Town \_\_\_\_\_

Country: \_\_\_\_\_ Postal zone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone/s: include std / Mobile: \_\_\_\_\_

YOUR WHANAU (Reference a family member already registered and/or name your children (their registration is not automatic, everyone must apply). Please indicate if you are including grandchildren.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

❖ HAPŪ REGISTRATION is a lengthy process; Ōtākou representatives meet once a trigger of 10 applications has been received, then recommend approval at the next Ōtākou Rūnanga general meeting before you are notified of the outcome.

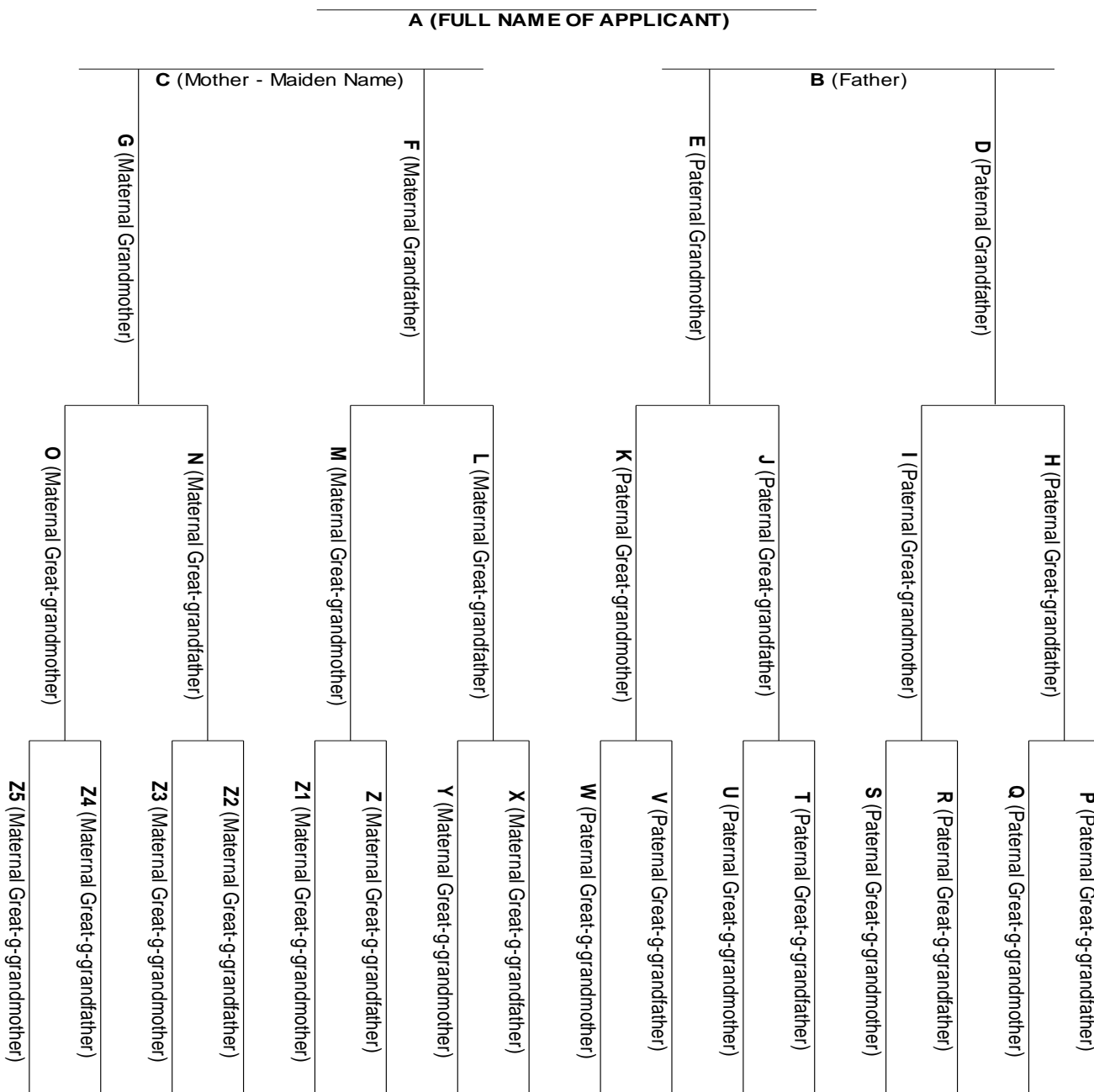
❖ PLEASE KEEP YOUR CONTACT INFORMATION UP TO DATE WITH THE OFFICE.

The Ōtākou Hapū database is used to identify the Hapū; to provide a voting base of members for elections such as Rūnaka representative to the TRoNT table or for sending out the agenda of Rūnanga general meetings. Also, from time to time the office emails out pānui - news of upcoming Hui, events or activities on the marae or around the wider community.

DO YOU WISH TO RECEIVE EMAILS FROM ŌTĀKOU: YES / NO (you can opt out anytime)

Thank you, Nāhaku noa, nā,  
Te Rūnanga o Ōtākou.

Please show your direct descent through each generation to a Ōtākou 1848 Kaumatua or, an original crown grantee of Ōtākou Maori Reserve 1867/68. If necessary, continue on the back or another sheet or attach your own whakapapa chart.



\_\_\_\_\_

**B (Father)**

\_\_\_\_\_

**E (Paternal Grandmother)**

\_\_\_\_\_

**K (Paternal Great-grandmother)**

**V (Paternal Great-g-grandfather)**

**W (Paternal Great-g-grandmother)**

\_\_\_\_\_

**J (Paternal Great-grandfather)**

**U (Paternal Great-g-grandmother)**

**T (Paternal Great-g-grandfather)**

**S (Paternal Great-g-grandmother)**

\_\_\_\_\_

**D (Paternal Grandfather)**

\_\_\_\_\_

**I (Paternal Great-grandmother)**

**R (Paternal Great-g-grandfather)**

\_\_\_\_\_

**H (Paternal Great-grandfather)**

**Q (Paternal Great-g-grandmother)**

**P (Paternal Great-g-grandfather)**

[\(Need help with your whakapapa? Contact Whakapapa Ngāi Tahu to ask for a copy of your whakapapa chart. 0800 524 8248\).](#)

My tipuna is/are \_\_\_\_\_ original 1848 Kaumatua' of Ngāi Tahu,  
 No/s. \_\_\_\_\_ in the Ngāi Tahu Blue Book as at 1 January 1967; **AND/OR**  
 Original crown grantee (Name) \_\_\_\_\_ Ōtākou MR Block  
 \_\_\_\_\_ Section \_\_\_\_\_ 1867/68. *(feel free to list all Kaumatua clearly on another page).*

I declare that all the information I have provided is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian (if under 18) \_\_\_\_\_

*Thank you for your application; we look forward to seeing you at Ōtākou Marae.*

## DISCLOSURE OF COLLECTION OF INFORMATION AND PRIVACY

Te Rūnanga o Ōtākou collects whakapapa data to identify successive generations of people who wish to register their membership with the rūnanga and can show their connection through each generation to any 1848 Kaumatua listed in the Ngāi Tahu 1848 Census (the blue book) who form the basis of the hapū at Ōtākou as per the Ōtākou 1848 Kaumatua List approved 2015; or to an original crown grantee within the Ōtākou Māori Reserve 1867/68.

- Whakapapa data is collected from the applicant applying to be registered at Ōtākou. The information is processed by authorised office staff and reviewed by the Ōtākou Whakapapa Working Party made up of approved rūnanga members.
- If the applicant needs assistance to show their connection to a 1848 Kaumatua, Ōtākou may recommend the applicant request their personal whakapapa chart from Whakapapa Ngāi Tahu, Te Rūnanga o Ngāi Tahu in Christchurch. 0800 KAI TAHU (0800 524 8248).
- The Ōtākou Whakapapa Working Party meets periodically then makes its recommendation to Te Rūnanga o Ōtākou at one of its monthly general meetings, to approve new hapū memberships.

The Rūnanga collects personal information, for the purpose of:

- Identifying who the members of the Hapū are based on whakapapa.
- To circulate Ōtākou and Ngāi Tahu pānui by email.
- to provide a voting base of hapū members for elections by postal ballot such as Rūnaka representative to the TRoNT table. Or for approving appointments of members onto various Rūnanga komiti or external representational roles.
- Sometimes other uses will be allowed, such as if the new use is directly related to the original purpose, or if the person in question gives their permission for their information to be used in a different way.

While applying to be registered with Ōtākou is voluntary the application form must be completed in full to enable verification that the applicant is a legitimate member by whakapapa to this Hapū:

- Personal information must be accurate, complete, relevant, up to date and not misleading.
- Authorised staff will do what they can to assist enquiries however an incomplete registration form will not be able to be processed.
- Information will be kept for the duration of the Rūnanga or until the member requests their membership to be removed. If the Rūnanga finds there is reason to remove a member from the Hapū database that person will be formally written to and given an opportunity to object in writing.

Te Rūnanga o Ōtākou wishes to be fair and legal in the collection of whakapapa data and will at no time coerce or threaten any person to provide their personal information. All communications with applicants will be by authorised office staff during regular office hours and be progressed in accordance with the applicant's directions and the Rūnanga Hapū/Whakapapa Data Policy.

Te Rūnanga o Ōtākou will ensure there are safeguards in place that are reasonable in the circumstances to prevent loss, misuse, or disclosure of personal information.

Members have a right to access and update their own personal information. People can only ask for information about themselves. The NZ Privacy Act does not allow anyone to request information about another person unless they are acting on that person's behalf and have written permission or the person is a minor in their care.

The Rūnanga may only disclose personal information in limited circumstances. For instance, personal information may be disclosed when:

- disclosure is one of the purposes for which the organisation got the information.
- the person concerned authorises the disclosure.
- the information is to be used in a way that does not identify the person concerned.
- disclosure is necessary to avoid endangering someone's health or safety.
- disclosure is necessary to uphold or enforce the law.

The Rūnanga assigns a registration number to each member for the purpose of management of our database.