



## Privacy and Information Handling Policy

### Purpose

SafePlus Accreditation Body (SAB) is committed to maintaining best privacy practice by ensuring staff are familiar with privacy rights, are diligent with individuals' personal information and are able to respond to any privacy concerns effectively.

The purpose of this policy is to inform those individuals who provide personal information to SAB as to how this information is protected. It is also to ensure our communication, to those with an interest in the SAB's decisions or actions, is consistent with SAB's values of openness, transparency and accountability.

### What is personal information?

Section 2 of the Privacy Act 1993 defines '*personal information*' as information about an identifiable individual. This includes information you provide to us, such as your name, address, employment history, academic history, references, applicable medical information, or whether you have any convictions.

Section 6 of the Privacy Act establishes the Information Privacy Principles (IPPs) which set out privacy rights and obligations, such as how SAB collects, uses, holds, discloses, accesses, corrects, manages and disposes of your personal information.

### Obtaining personal information

This policy applies to all personal information that SAB obtains by way of the SAB fulfilling its functions for the purposes of SafePlus accreditation.

You may browse and access information contained within our website without providing personal information.

There are however, some places on the website where you can choose to provide us personal information, such as making an online application or emailing an enquiry to us or updating your details.

All personal information collected by SAB will be held by us while you remain accredited. Should you cease to be accredited your personal information will be stored electronically in a secure database for up to three years in case you wish to re-new your accreditation within that period.

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We will usually collect personal information from you directly, unless the following circumstances apply:

- a. the information is publicly available or if you consent to the collection of information from someone else;
- b. it is necessary to collect information from someone else to avoid prejudice to the maintenance of the law (including the prevention, detection, investigation, prosecution and punishment of offences) or for the conduct of proceedings before any court or tribunal;
- c. collecting information from you would prejudice the purposes of collection;
- d. it is not reasonably practicable to collect information from you;
- e. collection from someone else is required or permitted by law.

### **Use and disclosure of personal information**

Where you provide personal information requested by SAB for accreditation we will hold your personal information in accordance with the Privacy Act 1993.

Your email address will be added to our mailing list. We will not disclose your e-mail address without your consent.

We will only use the personal information you provide to us for the purposes for which you supplied it or, in exceptional situations, for other reasons permitted under the Privacy Act 1993.

Information provided in your assessor application form and attachments will not be used or disclosed except in accordance with the requirements of the Privacy Act 1993.

The information is collected by the SAB for the purposes of undertaking the evaluation, assessment and processing of an application for accreditation or renewal of accreditation. The SAB may also use this information for the purposes of confirming applicant details and to establish and maintain a database and/or a register.

SAB will try and seek your consent in the first instance to share your personal information with others if it is necessary for the purpose for which you gave us the information (for instance, to assess your application for accreditation or renewal of accreditation, to investigate competence or other concerns).



The law may permit the SAB to disclose your personal information in certain circumstances (for instance for the investigation or prosecution of a criminal offence), including where the public safety is at risk. Whether those circumstances exist will be determined by the SAB on a case by case basis.<sup>1</sup> Except for those purposes or where disclosure is otherwise permitted by law, your personal information will not be disclosed or accessed by any third parties in a way that would identify you, without your consent.

### **Storage of personal information**

SAB has an obligation to securely store the personal information it collects and creates.

Information must only be held by SAB as long as the information is needed. Personal information no longer required to be held will be securely destroyed SAB.

### **Requests for personal information**

Under the Privacy Act a person has the right to request access to their personal information.<sup>2</sup> Therefore, you are able to gain access to your personal information held by the SAB.

There are limited grounds upon which SAB may refuse to permit you to access your personal information or to disclose your personal information to you if you request it. These include situations where:

- the provision of information would prejudice the maintenance of the law (including the prevention, investigation and detection of offences);
- it would breach legal professional privilege;
- the information is evaluative and was provided in confidence; and
- disclosure would lead to the unwarranted disclosure of the affairs of another person or endanger the safety of any individual.

You may have access to your personal information and correct any of your own personal information that the SAB holds including if you believe your personal information is inaccurate, incomplete, not relevant or out of date. Alternatively, you may request the SAB to correct any personal information held about you. If a decision is made by the SAB to refuse your request to correct your personal information then your request must be attached to all available copies of the documents and / or information you requested to be corrected.

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<sup>1</sup> See ASG v Hayne [2016] NZCA 203, para 43.

<sup>2</sup> Section 6, Privacy Act 1993, Information Privacy Principles 6 and 7.



When SAB receives a request for access to or correction of personal information it is referred to the Privacy Officer. There may be a charge to recall the personal information. SAB aims to respond to such requests as soon as possible.

### **Action where there is a potential privacy breach**

Inadvertent privacy breaches may happen despite good processes and the best of intentions. Where a potential breach is identified we understand that it is important to act quickly and openly.

SAB is required to advise the Chief Executive of Tracecare Limited and the Privacy Officer of Tracecare. The person whose privacy has been breached will be informed. The Privacy Officer will work with staff to address any privacy concerns, following the Privacy Commissioner's guidelines for dealing with privacy breaches available at [www.privacy.org.nz](http://www.privacy.org.nz).

### **Your rights**

To view any personal information held by us, or if you have any concerns about personal information that we hold then please submit a written request to the Manager of SAB, citing the Privacy Act 1993:

Attention: Manager  
SafePlus Accreditation Body  
Po Box 10138  
Wellington 6140  
New Zealand  
Email us at [info@tracecare.co.nz](mailto:info@tracecare.co.nz)