

# GBWCT POLICY

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## PRIVACY POLICY

This document provides information on the GBWCT approach to meeting its obligations and ensuring compliance with the provisions of the Privacy Act 2020.

The Golden Bay Workcentre Trust will comply with the New Zealand Privacy Act 2020 when dealing with personal information.

Personal information is information about an identifiable individual. This policy does not limit or exclude any individuals' rights under the Act.

If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz).

### 1.0 Purpose

To ensure that the GBWCT manages personal information in compliance with the Privacy Act 2020, and other relevant laws.

To ensure that the GBWCT upholds the privacy promises made to students, clients, participants, board members, and staff, hereafter known as individuals.

### 2.0 Objectives

The GBWCT collects, processes, and stores personal information about individuals.

The GBWCT is required by law to comply with the Privacy Act 2020 and its associated regulations.

The GBWCT recognises that individuals will only relinquish control of their personal information if they trust us to use the information responsibly and treat it with care and respect.

This policy seeks to ensure:

- Data minimisation – limiting the amount of personal information the GBWCT collects and retains.
- Transparency – being open and honest about what information the GBWCT

collects and how it will be used.

- Security – protecting the personal information the GBWCT holds from misuse or harm.
- Use limitation – making sure the GBWCT uses and discloses personal information only when necessary and with a lawful purpose.
- Privacy rights – helping individuals to exercise their privacy rights and maintain some control over their information.

### 3.0 Process

The GBWCT will employ a Privacy Officer.

The GBWCT must collect, or must design a process or system to collect, only the personal information they need for a lawful purpose.

Where a process or system can operate without the collection of personal information, the individual will be permitted to use it anonymously.

Personal information should be collected from the individual directly, unless an exception can be relied upon to collect it from a third party.

Note: Exceptions are listed in Principle 2 of the Privacy Act 2020. The usual basis on which we collect information from a third party is with the authorisation of the individual.

At the time that personal information is being collected from a individual, the GBWCT must ensure that individuals are made aware:

- what information is being collected
- why the information is being collected
- how the information will be used
- who the information will be shared with, and
- what rights they have to access and correct that information.

Where a new collection method, use for, or disclosure of personal information is to become a routine part of GBWCT process, the General Manager must ensure that the Privacy Officer is notified and the relevant documentation is updated to reflect this.

#### **Use and disclosure:**

Personal information must only be used or disclosed by the GBWCT in the manner and purpose for which it was collected and/or has been made clear to the individual as set out in the Privacy Statement.

Before using or disclosing personal information in new ways, or in ways that are not part of GBWCT routine business, it must be confirmed that this is necessary for a lawful purpose or is otherwise permitted or required by law.

Note: Usually the best way to use or disclose information in a new way is to seek the authorisation of the individual. If this is not practicable in the circumstances, the GBWCT must be able to rely on an exception to Principle 10 (use) or Principle 11 (disclosure) of the Privacy Act 2020. If this is not clear, consult the Privacy Officer.

The GBWCT must take reasonable steps to ensure that personal information is accurate and up to date before using or disclosing it, particularly where this use or disclosure could impact on the rights or interests of the individual.

#### **Access and correction:**

Every individual, or their authorised representative, has the right to request a copy of the personal information the GBWCT holds about them, or to ask the GBWCT to correct their personal information if they think it is wrong. These requests are referred to as personal information requests (PIRs).

The GBWCT must ensure that they manage PIRs in compliance with the relevant Privacy Laws.

#### **Security and retention:**

The GBWCT has a responsibility to protect the personal information handled against loss, misuse, or unauthorised access, modification or disclosure.

GBWCT staff members must only access or use personal information – whether within an information system or in hard copy – when this is necessary for a legitimate business purpose.

The GBWCT must not retain personal information for longer than there is a lawful purpose to use it, and must store, delete or destroy information in compliance with the GBWCT Secure Document Control Policy.

The GBWCT must ensure that any privacy breach they become aware of is reported promptly to the General Manager and Privacy Officer.

## Privacy Systems

When developing or changing processes or systems relating to privacy we will adhere to the following principles:

- Proactive not reactive; Preventative not remedial
- Privacy as the default
- Privacy embedded into design
- End-to-end security – Lifecycle protection
- Visibility and transparency
- Respect for individual's privacy

Any GBWCT staff member responsible for the creation or change of a processes or systems that;

- a) involve a new form or type of data collection, or
- b) uses or discloses personal information in a new way, or
- c) may impact the security or integrity of personal information already held by the Trust,

Must consider these guidelines. They must also consult with the GM and the Privacy Officer before any changes to data collection are made

## 4.0 Privacy Statement

This statement describes the potential collection, use, disclose and the protection of personal information of individuals/individuals.

### **We will collect personal information about you from:**

- You, when you provide that personal information to us, including via our website and any related service, through any registration or application process OR through any contact with us (e.g.telephone call or email).
- Third parties where you have authorised this or the information is publicly available.
- Wherever possible, we will collect personal information from you directly.

### **We may use your personal information in the following ways:**

- To verify your identity
- To enable us to provide our services to you

- To provide you with updates about our services, including contacting you electronically (e.g. by text or email for this purpose)
- To improve or enhance the services that we provide to you
- To undertake pre-employment checks of you (employees only)
- To respond to communications from you, including a complaint
- To conduct research and statistical analysis (on an anonymised basis)
- To protect and/or enforce our legal rights and interests, including defending any claim
- For any other purpose authorised by you or the Act.

#### **We may disclose your personal information to:**

- Another department within our organisation
- A person who can require us to supply your personal information (e.g. a regulatory authority)
- Any other person authorised by the Act or another law (e.g. a law enforcement agency)
- Any other person authorised by you, and/or if it is a condition of a your enrollment/employment with us
- Another organisation/agency if we feel you are a harm to yourself or others

The GBWCT does not sell, rent or trade personal information.

#### **Protecting your personal information**

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

#### **Accessing and correcting your personal information**

You have the right to access readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

If you make a request for correction, if the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at [privacy@gbwct.org.nz](mailto:privacy@gbwct.org.nz). Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

#### **Internet use**

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of our website.

### **Short form Privacy Statement**

We collect personal information from you, including your name, contact details, and education/work history. We collect your personal information to assist us in providing our services to you.

Providing some information is optional. If you choose not to enter this information, we may be unable to process your application.

We keep your information safe by storing it in a secure location and only allowing certain staff access to this.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected please email [privacy@gbwct.org.nz](mailto:privacy@gbwct.org.nz).

A full version of our privacy policy is available upon request. Please email [privacy@gbwct.org.nz](mailto:privacy@gbwct.org.nz), or call 03 525 8099, or visit 84 Commercial Street, Takaka, 7110.

## **5.0 Definitions**

**Staff** – any member of staff employed by GBWCT, who in their capacity as an employee and for the purpose of their role, or to perform their work, is required to access, collect, use or distribute information.

**Personal information** – any official information held about an identifiable person that is of a personal nature, such as name, date of birth etc. that could be used to identify that person.

**Third party** – any person or organisation other than the GBWCT

## **6.0 Policy Scope**

Privacy is everyone's responsibility.

The document applies to any person who works in a paid or voluntary capacity, whether an elected/nominated official or not, and any affiliated person/s or organisation/s who deal with personal information relating to client, participants, students, staff, alumni and/or members of the public.

All staff must comply with this policy, actively participate in any privacy training, and keep their manager informed of any PIRs, privacy breaches or other privacy issues.

Privacy Officer:

- Maintain a thorough understanding of the Privacy Act 2020
- Ensure organisational compliance with the Act.
- Will ensure all GBWCT members of staff understand and comply with the Privacy Policy Responsible for the maintenance and development of relevant procedures, standards and guidelines.
- Assist with the management of PIRs, complaints, privacy breaches and other privacy issues.
- Report on any privacy complaints, privacy breaches and general privacy compliance to Manager and/or BoT as required
- Liaison with third parties in respect of privacy matters, including the Privacy Commissioner or other relevant regulators and individuals.

The General Manager is responsible for the regular review of the policy.