



PRIVACY POLICY

Te Puna Ora o Mataatua
Charitable Trust

Incorporated:	1993-12	Charities Status:	2008-06
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Our Privacy Policy

The Privacy Act 1993 requires entities that collect any personal information to disclose privacy policies, including collection, management and archiving.

Definitions

In this policy, “we,” “our” and “us” refers to Te Puna Ora o Mātaatua, and “you” and “your” refers to you in your capacity as one of our clients.

Also in this policy, “personal information” means any information we gather about you and your health.

Purpose

The purpose of this policy is to describe how we will deal with any personal information we gather about you.

Our obligations

We are a health agency as defined in the Health Information Privacy Code 1994 (“the Code”). This means we are legally obliged to comply with the requirements of the Code. This policy spells out how we go about meeting these requirements.

Our commitments to you

Our main commitment to you is that we will comply with the Code to the fullest extent possible in relation to your personal information. This includes the following commitments that we make to you:

Collecting information about you

- we will only collect enough information about you to enable us to deliver our services to you safely and effectively.
- we will only collect information about you directly from you, unless you have given us permission to gather information about you from someone else.
- when we gather information from you, we will (unless there are very good reasons not to) let you know—
 - o why we are gathering the information;
 - o whether or not you really have to give us the information;
 - o what will happen if you don’t give us the information;
 - o who will have access to the information; and
 - o under what circumstances you can access and (if necessary) correct the information.

Using information about you

- we will only use information about you for the purpose for which we have collected it (unless you give us permission to use it for another purpose).
- only those of us who are directly involved in your care will be permitted to access your information.
- before we use any of your information, we will always do our best to ensure that it is accurate and up to date.

Disclosing information about you to others

- we will only disclose information about you to someone else if we have your permission to do so, or if we believe on reasonable grounds that it is not possible for us to get your permission
- there are certain circumstances in which we are legally obliged to disclose information about you to others (for example, as part of a police investigation); in such circumstances, we will let you know we are doing so if at all possible, and we will only do so if we are satisfied that it is justified.
- we may sometimes disclose information about you to another party (for example, a health funding agency or a health researcher), but will only do so if the information is in a form that means you can't be personally identified.

Keeping information about you

- we will do our very best to store any information we have about you safely and securely, so that only those who are authorised to access it can do so.
- if you cease being a client of TPOOM, we will safely dispose of any information we have about you as soon as we are legally allowed to do so.

Questions and further information

If you have any questions about this policy, you should ask the person responsible for delivering our services to you. Alternatively, you are welcome to contact TPOOM's Privacy Officer Lee Colquhoun on 0800 628 228. You can also look up the Health Information Privacy Code at the website of the Privacy Commissioner (www.privacy.govt.nz).