

# Hutt Valley District Health Board Transparency Statement

This transparency statement explains how Hutt Valley District Health Board (HVDHB) collects, manages, uses and shares information about identifiable individuals. It applies to both HVDHB and our representatives (including our employees, contractors and volunteers)

## **Our role**

HVDHB works with other health care providers to plan, fund, and provide a range of health care and disability services for people in the Hutt Valley region. The region that HVDHB is responsible for covers Hutt City, Upper Hutt, Petone, Wainuiomata and Eastbourne.

In this role, HVDHB collects information directly from consumers under HVDHB's care. In some limited circumstances, we also receive information gathered by third parties. HVDHB uses this information to provide consumers with the best possible health care and disability services.

We collect and manage information in accordance with our Privacy Policy and relevant legislation, including the Health Information Privacy Code (1994), the Privacy Act 1993, the Code of Health and Disability Services Consumers' Rights, the Health Act 1956, the New Zealand Public Health and Disability Act 2000, the Official Information Act 1982 and the Public Records Act 2005. Our staff are also required to act consistently with the State Services Commission's Code of Conduct and Model Standards for Information Gathering (as relevant). Our Privacy Policy and related documents are regularly reviewed and updated as required.

## **How we collect information**

Wherever possible, we collect information directly from the relevant consumer. In some circumstances this is not appropriate or practicable, and we may need to collect information from third parties. Whenever we collect information, we do so in accordance with our Privacy Policy and relevant legislation. This requires us to collect it in a way that is fair, lawful and not unreasonably intrusive.

## **How we look after information**

We are required to protect the information that we hold about consumers. We take great care to ensure that consumers' privacy is respected and that records are managed in a way that keeps them safe from loss and unauthorised access, use, modification or disclosure.

We have a number of physical, operational and technical systems to protect the security of information that we hold.

## **How we use and share information**

The information we hold is used only for the purpose for which it is collected, or as otherwise required or permitted by law.

Generally, we do not disclose health information unless such disclosure is (or is directly related to) the purpose for which it was collected, or disclosure is authorised by the person concerned or is required or permitted by law. Some legislation requires HVDHB to disclose information in particular circumstances (eg, under the Mental Health (Compulsory Assessment and Treatment)

Act 1992, the Health Act 1956, the Official Information Act 1982, and the Children, Young Persons and their Families (Oranga Tamariki) Legislation Act 2017).

HVDHB does not have any law enforcement responsibilities, and does not gather information for these purposes. In some limited circumstances, we may be required or permitted by law to provide information to other law enforcement agencies.

### **Security**

The security of our premises is a priority for HVDHB. It is important to us that consumers, visitors, and staff are all safe while on HVDHB premises. Where we have serious concerns regarding potential threats to security, our security staff or the New Zealand police may be contacted. We do operate Closed Circuit Television (CCTV). CCTV operates in accordance with our Video Surveillance Policy.

### **Enquiries and complaints**

If you would like to access a copy of information that we hold about you, or request a correction where you consider information we hold is not accurate, please contact our health records department on (04) 566 6999.

If you have any enquiries or concerns about our information collection and management, or believe we have not acted in accordance with this statement, you can contact our national privacy team at the following address: [hnzprivacy@tewhatuora.govt.nz](mailto:hnzprivacy@tewhatuora.govt.nz)

This transparency statement may be updated from time to time, as necessary to reflect any changes in our information management processes or changes to legal requirements.