



Te Poari Kaimātai Hinengaro o Aotearoa

NEW ZEALAND PSYCHOLOGISTS BOARD

Tauākī Tūmataitinga | Privacy Statement (general)

Scope of Privacy Statement

In order to carry out our functions under the Health Practitioners Competence Assurance Act 2003 (**the HPCAA**), the New Zealand Psychologists Board (**NZPB**) may collect, store, use and disclose personal information of psychologists and other individuals. This Privacy Statement (**Statement**) explains how we obtain and handle personal information.

NZPB deals with personal information insofar as is necessary to protect the health and safety of members of the public by ensuring psychologists are competent and fit to practise psychology within their registered scope of practice. We may therefore deal with personal information for a number of functions, including:

- Registration;
- Ongoing accreditation;
- Reporting to the Ministry of Health;
- Assessment of a psychologist's conduct, competence or fitness to practice; and/or
- Notifications about and discipline of psychologists.

This means that NZPB may collect information belonging or relating to:

- Psychologists;
- Patients;
- Employees;
- Agents of NZPB; and/or
- Notifiers and other members of the public.

The following terms, referred to throughout this Statement, are defined in **Appendix One**:

- Personal information;
- Information Privacy Principles (**IPPs**);
- Official Information.

Collection of personal information

NZPB will only collect personal information if it is necessary to do so, and only for a lawful purpose connected with a function or activity of NZPB.

NZPB is required to collect personal information from psychologists to ensure compliance with various provisions of the HPCAA, including applications for registration; maintenance of a public register; applications for practising certificates; reporting requirements to the Minister of Health; competence reviews; health committee assessments; and/or conduct investigations. NZPB may also collect other information belonging or relating to individuals as necessary to carry out its various activities and functions.

NZPB will collect personal information directly from the individual concerned or with the consent of the individual. NZPB may also collect personal information from other sources, including regulatory, law enforcement agencies or educational bodies.

NZPB will not collect personal information by unlawful means, or by means that are unfair or intrude unreasonably on the individual's personal affairs.

If an individual refuses to provide information NZPB may not be able to process his or her application(s); deal fully with any requests or concerns; and/ or perform another of its functions under the HPCAA. If a refusal to provide information impacts on NZPB's ability to perform its functions, such that it may impact on the individual concerned, NZPB will inform the individual of the possible consequences of the refusal.

Storage and Security of personal information

NZPB ensures that personal information is reasonably protected against loss, access modification and/or unauthorised disclosure. This includes:

- Ensuring only approved personnel have access to personal information NZPB holds.
- Implementing security measures to prevent unauthorised access and/or use when NZPB discloses information as required in undertaking its activities and/or functions.
- NZPB employees undertake privacy and security training as part of their induction process and ongoing training.
- NZPB undertaking regular reviews of privacy and security practices and policies.

NZPB manages practitioner information using cloud-based specialised regulatory software. Where NZPB holds hard copy data, including historical records, this is securely held in a Aotearoa New Zealand archive.

NZPB will only keep personal information for as long as it is reasonably needed for the purpose it was collected. When the personal information is no longer required, it will be destroyed in accordance with NZPB's 'Information and Record Management' policy.

Use and Disclosure

NZPB uses and discloses personal information internally with staff for the purpose(s) for which it was collected and to the extent reasonably necessary to deliver its functions under the HPCAA, unless there is good reason to use or disclose it for other purposes and this is allowed

by the Privacy Act or any other law. NZPB may also use personal information for internal quality assurance purposes, training, and to improve our practices.

Besides our staff, NZPB may share personal information with third parties where we consider that disclosure would assist us to perform our statutory functions, or would assist third parties to fulfil their statutory functions, or where we are required or permitted by law to disclose the information. For example:

- If the disclosure is a purpose for which the information was collected or obtained, or a directly related purpose;
- If the disclosure is necessary for NZPB to perform its functions. As an example, this might include when an individual submits an application for registration, sharing relevant personal information with assessors or examiners NZPB engages to advise on the individual's eligibility for registration, or other agencies for the purposes of consideration of an individual's conduct or competence;
- NZPB business and service providers and advisors (such as IT providers), insurers and auditors;
- Government and regulatory authorities, where required or authorised by law (including the Health & Disability Commissioner, ACC, Police, and with overseas equivalents of the NZPB with appropriate documented agreements in place); and/or
- Where the disclosure is otherwise required or authorised by the Privacy Act or any other law.

Before using or disclosing personal information, NZPB will check the information to the extent possible to ensure that it is accurate, complete, up to date and relevant.

Access and Correction

Anyone may:

- Obtain NZPB's confirmation of whether it holds personal information about them; and
- Have access to that personal information except where there is a valid reason under the Privacy Act to withhold it.

NZPB will comply with statutory requirements and timeframes in responding to a request for personal information.

When providing an individual with his or her personal information, NZPB will also inform that individual that they may:

- Request correction of their personal information;
- Request that if the personal information is not corrected, that NZPB attaches a statement to the original information saying what correction was sought but not made.

NZPB will correct any information as soon as reasonably possible upon being made aware of (and able to confirm) an inaccuracy. If NZPB believes the information is accurate, up to date, complete and not misleading and should therefore not be corrected, NZPB will inform the

individual of this and will attach a statement of correction to the information if requested by the individual.

If you would like to ask for a copy of your information (if any) held by NZPB, and/or to have it corrected, please contact our Privacy Officer via:

Email: Vanessa.simpson@nzpb.org.nz

Phone: 0800 471 4580

Postal:

PO Box 9644
Marion Square
Wellington 6141
New Zealand

Version control

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Appendix One: Definitions

Personal information means information about an identifiable individual. For the purposes of this Statement, 'personal information' includes 'personal health information'.

Information Privacy Principle(s) are the privacy principle(s) set out in s 22 of the Privacy Act 2020.

Official information is defined in s 2 of the Official Information Act 1982 (**OIA**). In summary, it is any information held by the Government. The OIA is the law which controls the availability, access and protection of official information. The NZPB is not subject to the OIA, however, some organisations we interact with are (such as the Ministry of Health and the Health and Disability Commissioner). This means that any information NZPB provides to them will be subject to the OIA.