

# Confidentiality & Privacy Policy

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**Definition:** Diabetes help Tauranga (hereafter known as DHT) is committed to respecting individual and corporate confidentiality and upholding individual & corporate privacy; DHT will take all reasonable steps to ensure that individual information and the effective dissemination of that information is protected from misuse or unauthorised disclosure.

**Purpose:** All information held by DHT is held in confidence under the Privacy Act (1993), Health Information Privacy Code (1994), Health & Disability Code (1996) and Health Practitioner Competence Act (2003). This policy ensures that DHT complies with obligations under the relevant privacy legislation (in particular the Privacy Act 1993 & Health & Disability Code 1996) and any future amendments or changes.

**Accountabilities:**

The Executive Committee of DHT is responsible for establishing and overseeing respectively the commitment to managing confidentiality and privacy in accordance with this Policy.

The President and Executive Committee are responsible and accountable for the administration of this policy and the implementation of the necessary measures to ensure the commitments made in this Policy are being met within DHT. All employees, volunteers, and contractors are responsible for ensuring that confidentiality and privacy of information.

**Actions:**

**1. DHT**, its employees & volunteers will take adequate precautions to ensure the confidentiality and integrity of personal or proprietary information, and protect the privacy of employees, volunteers, members, donors and funders as per the Privacy Act (1993),

**2. DHT will only use confidential and personal information for the purposes of its ordinary operations.**

This information should not be disseminated or misused to the detriment of DHT or its members. To ensure this DHT will:

- All personal information will be confidential
- Personal information will not be sold or leased to any other party (unless required by law).
- Security measures will be in place to prevent unauthorised access or distribution
- Employment, volunteering, and membership information will be used only for the purpose for which it has been gathered

**3. DHT will not disclose personal information to anyone other than the individual concerned unless:**

- a. Disclosure is for a purpose for which the information is obtained
- b. The source of information is publicly available
- c. Disclosure is authorised by the individual concerned
- d. Disclosure is necessary to prevent or lessen a serious and imminent threat to public health and safety, or the individual's life and health
- e. Disclosure is required for the maintenance of the law under current legislation, for example, following a request from: NZ Customs, NZ Police, Work and Income, Ministry of Social Development, Inland Revenue

**4. Lawful disclosure of information will not identify the individual:**

a. Personal information may be hosted with a service provider such as Dropbox. In this situation DHT's agreements with the service provider protects personal information from unauthorised disclosure.

(Cont.)

**5. Purposes for which Diabetes Help Tauranga may hold personal information:**

- a. Personal information may be used to send information and updates about products and services that may be of interest to members/others
- b. To process website transactions (when available)
- c. Assist members provide requested services
- d. Provide information of specific interest
- e. Marketing, fundraising, promotional, publicity
- f. Direct marketing or market research DHT may undertake
- g. For any other purposes for which permission has been given

**6. Members/others, as per the Privacy Act 1993, retain the right to:**

- a. Access and correct personal information
- b. Opt out of participating in any of DHT services

**6. Management of personal information**

DHT treat breaches of privacy seriously, potentially resulting in disciplinary action & including the possibility of dismissal. The DHT President/Executive Committee are responsible for ensuring the management of personal information is in accordance with this policy and the relevant privacy legislation:

- a. **Storage of personal information** - To include interaction by person, phone, mail, Internet or other electronic medium. DHT maintain information in a combination of secure computer and network storage facilities and paper-based files/records. Steps are taken to protect personal information from misuse, loss, unauthorised access, modification or disclosure.
- b. DHT maintain records relating to diabetes education or support offered by our Diabetes Field Worker for up to 10 years (as per the applicable acts). Following this, information will be securely destroyed.

**7. Changes to confidentiality and privacy policy**

In the event that any changes to this policy, the revised document will be published on our website: [www.diabeteshelp.org.nz](http://www.diabeteshelp.org.nz).

<b>Date adopted</b>	<b>Sept 2015</b>
<b>Two yearly review due:</b>	<b>Sept 2017</b>
<b>Chair:</b>	
<b>DHT Policy No:</b>	<b>DHT04</b>