

**Āti Awa Toa Hauora Partnership Board**  
**Data and Privacy Policy**

VERSION CONTROL		
Version	Who	Date
v.1	Tia Haira	27/08/25
v.2	Ripeka Evans	05/09/25

Date Adopted:

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**Board Sign-off:**

## Table of Contents

Purpose and Scope.....	3
Information We Collect.....	3
Use of Personal Information .....	4
How we use Information.....	4
Access, Correction, and Deletion .....	5

## Purpose and Scope

1. This policy sets out **mandates** how Āti Awa Toa Hauora Partnership Board (ĀAATHPB) **shall** collect, use, store, share, and protect personal information. **Its purpose** is to ensure that all personal data is managed lawfully, securely, and transparently in accordance with the Privacy Act 2020, the Health Information Privacy Code 2020, and other applicable regulations. Our Tikanga/Values of **Tika, Pono, Aroha, Kaitiakitanga, Wairuatanga** and informed by **Toatanga** and **Āti Awatanga**.
2. The policy mandates responsible data handling based on [Information Privacy Principles \(IPPs\)](#). Key elements include obtaining [free, prior, and informed consent \(FPIC\)](#), ensuring [kaitiakitanga](#) (guardianship) of data, restricting access based on [tapu](#) (sacredness) and [noa](#) (commonness), and securing data through robust [Māori Health Data Governance Model](#) pillars, like data protection and access, while upholding principles of self-determination and community well-being.
3. This policy applies to all personal information handled by ĀAATHPB, including data relating to employees, contractors, volunteers, clients, customers, suppliers, and other stakeholders, whether in electronic or physical form. It covers all organisational activities and systems, including third-party service providers engaged to process or manage personal information on our behalf.

## Information We Collect

### 4. Exclusion of Personal Information:

The whānau voice collection process does not collect personal information by default. Identifying details such as names, contact information, or email addresses are not recorded unless voluntarily provided.

### 5. Verbal Interviews and Written Surveys:

#### a. We may collect feedback and insights through:

- i. Verbal interviews: Responses are anonymised. Any inadvertently mentioned identifying information will not be recorded or used.
- ii. Written or online surveys: Designed to capture specific feedback without requesting personal identifiers. Personal information is only collected if voluntarily provided.

### 6. Use of Transcription and Analysis Tools:

- a. Transcription software may be used to process audio or video recordings to help us analyse and accurately understand kōrero. This data will be used solely for the purposes for which consent was originally provided.

## **Use of Personal Information**

7. If you voluntarily provide personal information, we may use it to:
  - a. Advocate for improvements in health care services for Māori
  - b. Follow up on your feedback, if requested
  - c. Respond to your messages or requests
  - d. Fulfil any other purpose for which you have given consent
  - e. We may only disclose your personal information to group companies, service providers, or other organisations if you request it or if required by law.
8. Information About Others:
  - a. If you provide personal information on behalf of someone else (e.g., a whānau member), you must ensure that they have consented. You must also make them aware of this Privacy Policy and explain how their information will be used.
9. Collection from Third Parties
  - a. We generally collect personal information directly from you. However, with your consent or where legally permitted, we may collect information from third parties, such as whānau members.

## **How we use Information**

10. We may access, use, and disclose personal information for purposes authorised by the Privacy Act, including:
  - a. Managing our relationship with you:
    - i. Providing information about services you have enquired about
  - b. Operational purposes:
    - i. Complying with legal obligations and maintaining safe record-keeping practices
  - c. Communications:
    - i. Sending information about events and services relevant to you (unless you opt out)
11. What we will not do with your information:
  - a. Sell or rent your contact details to third parties
  - b. Collect data for commercial marketing purposes

- c. Create individual profiles or share information with private organisations for profiling

12. Use personal information for purposes other than those you have consented to.

## **Access, Correction, and Deletion**

13. Under the Privacy Act, you have the right to:

- a. Access personal information we hold about you
- b. Request corrections to ensure accuracy

14. Request deletion of personal information, acknowledging that some data may need to be retained for administrative, legal, or security reasons.

## **Contact Us**

For any queries or concerns regarding this Privacy Policy or how your personal information is used, please contact us:

### **Āti Awa Toa Hauora Partnership Board**

- **Phone:** 04 555 0300
- **Website:** [www.atiawatoaimpb.nz](http://www.atiawatoaimpb.nz)