
Publishing OIA Responses Guideline

This guideline outlines how Wairarapa DHB will action the availability of official information through the publishing of Official Information Act responses online.

Principles

- Frequency of publishing is at the discretion of Wairarapa DHB. We will upload selected OIA responses to our website.
- Responses will be published on the News & Publications page no less than one week after the response has been provided to the requestor.
- Responses will be published by subject matter.
- We will aim to publish responses online for two years, after which they will be archived.

Proactive release of information

- Official Information Act responses to be published will be selected:
 - If there have been numerous requests for the information or related information; and
 - If the information is in the public interest; consistent with the test set out in Section 9(1) of the Act; and
- Where appropriate, Wairarapa DHB will publish additional information alongside responses to support the material released, provide proper context, and mitigate any potential risk of misinterpretation of the information by the general public.
- Wairarapa DHB will ensure that, prior to the publication of any material, it complies with other legislative and legal requirements including the Privacy Act 1993, the Health Information Privacy Code 1994 and any other applicable statutes.

Exclusion of protection from liability

- Wairarapa DHB may elect to make further redactions to information previously released under the OIA prior to publishing, to ensure compliance with legislation/regulations and other obligations. This may include the redaction of the names and contact details of staff, for example, where this is not considered in the public interest.
- Wairarapa DHB will consult with relevant stakeholders as appropriate, in advance of any publishing of information. This may include any entities affected by the release of information, such as the Ministry of Health, and organisations or individuals referred to in an OIA response.

Notifying requestors that information may be published

- Wairarapa DHB notifies requestors that the response may be published online no less than one week after the response has been provided to the requestor.

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- Requestors will be advised that their personal/identifying information will be redacted from any responses published, and that they have the opportunity to object to the publishing of the OIA response or request a delay in publishing the OIA response. Requestors will need to provide good reason for why a particular OIA response should not be published online, or be delayed. Wairarapa DHB reserves the right to determine whether and when to publish a response.
 - Where an OIA request specifically relates to private information of the requestor, or their family, or any other clear grounds for not publishing the response and Wairarapa DHB has determined conclusively not to publish the information, then this notification will not be included.

Fixing a charge for costs incurred in collating OIA responses

Where the costs involved in responding to a request for information allow Wairarapa DHB to affix a charge under Section 15 of the OIA, Wairarapa DHB will notify the requestor that payment for the costs incurred does not give the requestor sole rights to the information, and that Wairarapa DHB maintains the right to publish the information.

Associated Documents:

- Official Information Act 1982
- Privacy Act 1993
- Health Information Privacy Code 1994
- 20 DHB & TAS Principles of Publishing and Proactive Release of Official Information 2018
- WrDHB OIA Policy
- WrDHB Procedures