

 <b>Wairarapa DHB</b> <small>Wairarapa District Health Board</small> <small>Te Pooti Hauora a-rohe o Wairarapa</small>		<b>DECISION PAPER</b>
		<b>Date: 15 February, 2018</b>
<b>Author</b>	Chris Stewart, Quality Risk and innovation	
<b>Subject</b>	<b>Privacy Statement</b>	
<b>RECOMMENDATION</b>  It is recommended that ELT: <ul style="list-style-type: none"> <li>a. <b>Agrees to the proposed content of, and to update the WrDHB website Privacy Statement</b></li> </ul>		
<b>APPENDICES:</b>		

## 1 PURPOSE

This paper recommends the update of the Privacy Statement on the WrDHB website.

## 2 LEGISLATIVE CONTEXT

Principle 3 of the Privacy Act (1993) requires that if an agency is collecting personal information from someone that they let them know what they are doing. The best way to do so is through a clear, written privacy statement.

A privacy statement ensures that people are aware:

- That you are collecting information
- Why you are collecting the information
- What you are going to do with it
- Who you are going to give it to
- Whether the person has to give you the information and what will happen if they don't
- That they can access the information you hold about them and they can correct if it is wrong

Giving notice to website visitors about how you agency collects and uses personal information is good practice.

## 3 PROPOSED CONTENT OF STATEMENT

### ***YOUR HEALTH INFORMATION***

*Wairarapa District Health Board takes great care to ensure the privacy of your health information is respected. This statement sets out what information we collect about you, why we collect it and how that information will be used.*

#### ***Health information about you***

*When receiving treatment from any Wairarapa DHB service, we will collect information about you and your health including:*

- *personal information such as your age, date and place of birth, address, contact person and ethnicity*
- *your health history*
- *your family's health history.*

*We need this information:*

- *To provide you with appropriate care*
- *To keep you and others safe*
- *For administrative and quality improvement purposes*
- *To carry out teaching and research*
- *To plan for and fund health services*
- *For statistical purposes*

*You don't have to provide this information to us, but doing so will help us to provide the most effective and efficient care to you.*

### ***Managing your information***

- *We keep your information secure and make sure only authorised persons access it.*
- *There are strict policies and procedures to maintain privacy and to manage this information.*
- *In some cases some of this information may be displayed in areas that are accessed by the public (e.g. your name on ward cubicle door).*

### ***Sharing your information***

- *We share your information with others involved in your care such as your GP, laboratory services, and other DHBs.*
- *We may also share your information with other agencies with your consent, or if authorised by law.*
- *If you are registered with a GP or medical centre, it is important for them to know about your assessment and treatment in hospital.*
- *We give Wellington, Hutt Valley and Wairarapa GPs access to patient information on our clinical computer system.*
- *We share patient information with Hutt Valley and Wairarapa DHBs via a common platform.*
- *The information includes things like your hospital test results, appointments, medications and treatments.*
- *If you are unhappy about us sharing your information, please let our staff know as soon as possible.*

### ***Accessing your personal health information***

- *You can request access to personal information held by us about you.*
- *Requests must be made in writing, preferably using the 'Request for patient information' form.*
- *We will request some form of photo ID from you so we can be sure that we're sending the information to the correct person.*
- *Before releasing personal information it will first be reviewed to ensure that other people's privacy is not unnecessarily interfered with. In very limited situations information may be withheld from you, but if that is the case we will always write to you and explain why.*

*Completed forms should be sent to:*

*Patient Information Officer  
Health Records  
Wairarapa District Health Board  
Private Bag 96  
Masterton 5840*

**Email:** [? get a generic one](#)

**Phone:** (06) 946 9800

**Correcting Inaccurate Information**

- *You are entitled to ask to correct any information which you believe is inaccurate.*
- *We will ask you to provide a statement of the correction sought and this statement may be attached to your file.*