

PRIVACY STATEMENT

Wairarapa District Health Board

Principle 3 of the Privacy Act (1993) requires that if an agency is collecting personal information from someone that they are advised. This privacy statement ensures that people are aware that WrDHB is collecting information, and:

- *why it is collecting the information*
- *What it is going to do with it*
- *who will receive it*
- *whether the person has to provide the information and what will happen if they don't*
- *that they can access the information WrDHB holds about them and can correct if it is wrong*

YOUR HEALTH INFORMATION

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

Health information about you

When receiving treatment from any Wairarapa DHB service, information will be collected 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, but doing so will help WrDHB to provide you with the most effective and efficient care.

Managing your information

- Your information is kept secure. Only authorised persons can access it.

- There are strict policies and procedures in place 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 a ward cubicle door).

Sharing your information

- Your information is shared with others involved in your care, such as your GP, laboratory services, and other DHBs.
- Your information may be shared 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.
- Wellington, Hutt Valley and Wairarapa GPs have access to patient information on our clinical computer system.
- Patient information is shared with Hutt Valley and Wairarapa DHBs via a common platform.
- Information includes things like your hospital test results, appointments, medications and treatments.
- If you are unhappy about your information being shared, please let us know as soon as possible.

Accessing your personal health information

- You can request access to personal information held about you.
- Requests must be made in writing, preferably using the 'Request for patient information' form.
- Photo ID will be required to ensure the information is received by 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 you will be informed why.

Completed forms should be sent to:

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

Email: quality.email@wairarapa.dhb.org.nz

Phone: (06) 946 9800

Correcting Inaccurate Information

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