

PRIVACY STATEMENT

Wairarapa District Health Board

Information Privacy Principle 3 of the Privacy Act 2020 requires that if an agency collects personal information from an individual, that they are made aware of this. This privacy statement ensures that you are aware that Wairarapa District Health Board (WrDHB) collects personal information from you as part of treating you, and:

- why it collects the information
- what it does with the information
- who will receive the information
- whether you have to provide the information and what will happen if you don't
- that you have the right to access, and seek correction of, the information WrDHB holds about you.

YOUR HEALTH INFORMATION

Wairarapa District Health Board takes great care to respect the privacy of your health information. This statement sets out what information we will collect from you, why we will collect it, how we will manage and use that information, and how you can access or seek correction of your personal health information.

What health information we will collect from you

When receiving treatment from any Wairarapa DHB service, we will collect information from you 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.

Why we will collect this information

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 WrDHB to provide you with the most effective and efficient care.

How we will manage your information

The information you share with us is held in both a paper record and in electronic systems.

We keep your information secure – only authorised persons can access it. We have strict policies and procedures in place to maintain the privacy of your information, and to manage this information.

We do allow approved people from outside Wairarapa DHB to have access to your electronic health information. Those people include GPs and clinical staff at Hutt Valley and Capital and Coast District Health Boards. Access to the electronic information systems which hold our patient information is given only to people who have our approval.

In limited situations, some of your information may be displayed in areas that are accessed by the public (e.g. your name on a ward cubicle door).

Who we share your information with

We communicate your health information to other health providers (including other DHBs) who are contributing to your care and treatment. In most cases, we provide them with copies of information we hold. Patient information is shared with Hutt Valley and Capital and Coast DHBs via a common platform. Information includes things like your hospital test results, appointments, medications and treatments.

Some of your information is sent directly to your GP, such as discharge summaries and clinic letters. 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. We also send information to the Primary Health Organisation (PHO) which is responsible for assisting GPs in our region to manage their businesses. We also share your information with others involved in your care, such as laboratory services.

Your information may be shared with other agencies with your consent, or if authorised by law. Some government agencies have a legal right to access your information. Examples include the Ministry for Children (Oranga Tamariki), the New Zealand Police, and the Coroner's Office. If we are given an appropriate formal request, we must comply with it.

If you are unhappy about your information being shared, please let us know as soon as possible.

How you can access your personal health information

We are happy to provide you with access to any personal information that we hold about you.

Requests must be made in writing, preferably using the [Patient Information Form](#). We will require photo ID to ensure the information is received by the correct person. Before we release personal information, we will first review it to ensure that other people's privacy is not unnecessarily interfered with. In very limited situations, we may withhold information from you, but if that is the case, you will be informed why.

Completed Patient Information Forms should be sent to:

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

Email: RES-PatientInfoReq@wairarapa.dhb.org.nz

Phone: (06) 946 9800

How you can seek correction of your personal information

You are entitled to seek correction of any personal information we hold about you that you believe to be incorrect. You will need to provide a statement of the correction sought, and this statement may be attached to your file. To request correction of your personal information, please email the Patient Information Officer in our Health Records Team at: RES-PatientInfoReq@wairarapa.dhb.org.nz.