Ministry of Health



**Transparency Statement: Information Gathering and Use**

**Purpose**

This transparency statement is made in accordance with the State Services Commission Model Standards on Information Gathering and Public Trust. The statement explains how the Ministry collects uses and shares information for its regulatory compliance, enforcement, protective security, and national security functions.

**What information is covered by this statement, and why do we collect it?**

The Ministry collects, uses and shares personal information about members of the public for purposes including:

* protecting the health and wellbeing of all New Zealanders;
* ensuring statutory and regulatory compliance;
* ensuring contractual compliance with Crown Funding Agreements and other contracts;
* detecting and preventing criminal offending; and
* protecting staff, contractors, and visitors.

We take care to exercise our information gathering powers appropriately, with any collection being proportionate and reasonable, and in accordance with our obligations under the Health Act 1956, Privacy Act 1993, State Sector Code of Conduct and Information Gathering Model Standards.

Information is only collected by Ministry employees or a third party acting on behalf of the Ministry for lawful purposes in the conduct of their official duties and the extent of that information collected will only be that information necessary to meet those purposes.

**What do we do with it? Do we share it?**

Information is used and shared by the Ministry to carry out our regulatory compliance, enforcement, protective security, and national security functions. This may include use for the purposes of audits, criminal investigations, monitoring regulatory compliance, public health protection as well as health and safety.

We share information with other regulators, complaints bodies, persons we believe can assist with investigations and, where necessary, to persons who can assist to lessen or mitigate a serious threat to health and safety.

The use of the information for those purposes is governed in accordance with the Ministry’s Information Gathering and Use policy. Information may be shared where necessary to carry out our functions, but disclosure will be made in accordance with our statutory powers and any information sharing agreements or similar with other agencies.

**How will we protect it?**

Information collected by the Ministry is managed and used in accordance with the Privacy Act 1993, Health Information Privacy Code 1994 and other relevant legislation, codes and best practice.

All information is kept secure, to protect against loss and unauthorised access, use, modification, or disclosure. Access to information collected, created or exchanged is tightly controlled. Only those Ministry employees or third parties who have a legitimate requirement to access this information in the course of their official duties are permitted to do so.

**Inquiries and complaints**

Any complaint or failure of the Ministry to comply with its policy on Information Gathering and Use may be made in writing, email or by phone to:

Manager Corporate Security
133 Molesworth Street
PO Box 5013
Wellington 6011

Phone: (04) 496 2000
Email: security @health.govt.nz