

Civil Defence Privacy and Consent Statement

Privacy Statement – Welfare Needs Assessment

The Wellington Region Civil Defence Emergency Management Group ("Civil Defence")* has created this privacy statement to explain how we deal with your personal information, that is collected as part of a Welfare Needs Assessment process in a local or regional emergency.

*Members of this group are Wellington City Council, Porirua City Council, Kāpiti District Council, Hutt City Council, Upper Hutt City Council, Masterton District Council, Carterton District Council, South Wairarapa District Council, Wellington Region District Council

What personal information do we collect and for what purpose(s)?

Civil Defence collect a range of personal information from and about you and others using the Welfare Needs Assessment survey. Different information is collected depending on the differing welfare need, and some information may be collected multiple times.

The purposes for collecting this information are so:

- The territorial authorities can advocate for, coordinate, and deliver welfare support to you
- Relevant welfare support agencies can reach out to you to help with their services
- Civil Defence can use aggregated and anonymised information to report and advise on different welfare needs that are arising across the wider community during the emergency.

You do not have to provide us with your information. If you don't, there may be some forms of assistance that we are unable to provide. However, we will do our best to help you identify alternative organisations which may be able to support you and your family, whānau or household.

If you do choose to proceed with this Needs Assessment, we will require information about your name, contact details and your current address. This is so Civil Defence can contact you about your needs.

Using your information

We will only use your personal information for:

- The purposes we collect that information (see above)
- Other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use)

Providing your information to others

Where you request support from an external welfare service agency, your information will be provided to that specific agency as follows:

- Accommodation and Insurance Response (Ministry of Business, Innovation and Employment) – for temporary accommodation needs
- Te Whatu Ora | Health New Zealand – for health and psychosocial needs
- Ministry for Primary Industries – for animal welfare needs
- Ministry for Social Development – for financial support needs
- New Zealand Police – for inquiries about missing persons
- Ōranga Tamariki – for concerns about care and protection of young children and minors

Civil Defence will also use the information from this survey to create anonymous statistics.

Accessing and correcting your personal information

You can:

- Ask the relevant territorial authority to confirm whether it holds personal information about you
- Request access to that information by emailing their Privacy Officer
- If applicable, ask them to correct that information.

Once the territorial authority has verified your identity, it will provide you with confirmation and access, unless it believes it should withhold the information under the Privacy Act 2020. It will deal with your request within 20 working days; and, if it decides to withhold, it will provide the reasons and supporting grounds.

Correction

If the territorial authority:

- Agrees that your personal information needs to be corrected, it will do so and provide you with an amended record (if requested)
- Refuse a request for correction, you are entitled to request that a statement is attached to the relevant personal information recording that the correction was sought but not made. This request can include non-active/historical records.

Your rights to access and correct any personal information the territorial authority holds are subject to the Privacy Act 2020.

Contact us

For further information about this privacy statement and our related information practices, please contact [confirm email address].

If you wish to access or correct your personal information, please contact the Privacy Officer at the relevant territorial authority.

Complaints

If you consider the territorial authority has breached your privacy, or there is a privacy matter that it cannot resolve, you can make a complaint to the Privacy Commissioner at:

Phone

0800 803 909 (Monday to Friday 10am to 3pm)

Email

enquiries@privacy.org.nz

Post

Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.
