

Website privacy policy

The purpose of this policy is to inform users of www.otbnz.org.nz what information is collected by our website

You may browse and access information contained within our website without providing personal information. We do not collect identifiable information about you if you only browse our website.

Website analytics:

We collect non-identifiable data about the usage and traffic visiting our website.

This may include:

- Pages visited
- Length of time spent of page
- Site directed from
- Other non-identifiable information

This information is used for the purposes of improving our website and interaction with users.

There are places on the website where you can choose to provide us personal information. These include:

- making an online application
- emailing an enquiry to us
- making a complaint
- updating your ePortfolio account
- updating your details on the Occupational Therapy Board of New Zealand (OTBNZ) website through your personal online log in at MyOTBNZ,.

Information about how we handle, store and use this data for OTBNZ purposes is detailed in our personal information policy.

Policy approved by: Andrew Charnock

Policy in effect from: March 2018

Policy to be reviewed by: March 2020

Personal information policy

This policy applies to all personal information that the Occupational Therapy Board of New Zealand (OTBNZ) holds.

This may be obtained through various channels:

- Hard copy
- Internet
- Verbal (phone calls etc)
- Any other form

The OTBNZ holds personal information relating to various individuals

This includes:

- Practitioners
- Staff
- Members of the public (employers, complainants)

This policy is to inform people about the uses, storage and disposal of personal information held by the OTBNZ.

Practitioner personal information

The OTBNZ collects personal data from practitioners for purposes required under the HPCAA. This includes registration, renewal of practicing certificates and investigations.

The type of personal information that the OTBNZ collects includes:

- name
- contact details
- qualifications
- employment history
- applicable health history
- convictions information
- ePortfolio entries
- supervision notes and reports
- other information relevant for Board purposes.

This information will be collected directly from the practitioner wherever possible.

Information may be collected from other places where:

- the information is publically available (eg, on a public website)
- the practitioner consents to the collection of information from someone else (eg, supervision reports)
- it is necessary to collect information from someone else to avoid prejudice to the maintenance of the law (including the prevention, detection, investigation, prosecution and punishment of offences) or for the conduct of proceedings before any court or tribunal
- collecting information from the individual concerned would prejudice the purposes of collection;
- it is not reasonably practicable to collect information from the person concerned;
- Collection from someone else is required or permitted by law.

Non-disclosure of relevant information may affect the ability of the practitioner to be registered as an Occupational Therapist. The supply of misleading information may be grounds for disciplinary action.

Use and disclosure

The OTBNZ will only use the personal information provided for the purposes for which it is supplied. This includes supervision notes, reports and e-Portfolio information.

The exception to this is if the OTBNZ is required by law to disclose person information, if there is a risk of harm, or under certain other criteria as provided in the Privacy Act.

Public register

The OTBNZ keeps a publically available register of occupational therapists available on its website. Information publicly listed for each practitioner is:

- Registration number
- Full name
- Status of practicing certificate
- Scope of practice
- Conditions on practicing certificate (if any)
- Date of practicing certificate
- Practitioner's qualifications.

Practitioner email addresses are automatically added to the OTBNZ general mailing list. Practitioners have the option to opt out of our mailing list at any stage. This list is not accessible to the public.

Practitioner mobile phone numbers (where provided) may be used by the OTBNZ to send relevant txt messages.

Practitioners may consent to be contacted by the OTBNZ about research projects that are being undertaken. Researchers are not provided with individual practitioner information.

The OTBNZ may be required to provide anonymised information regarding practitioners to the Ministry of Health or other government department for statistical and workforce purposes.

Information from members of the public

The OTBNZ may also hold personal information about members of the public. This can include:

- Name
- Contact details
- Health information
- Complaint information
- Employment information
- Other information

This information will be collected directly from the person concerned wherever possible. Information may be collected from other places where:

- the information is publically available or consent is given for the collection of information from someone else
- it is necessary to collect information from someone else to avoid prejudice to the maintenance of the law (including the prevention, detection, investigation, prosecution and punishment of offences) or for the conduct of proceedings before any court or tribunal
- collecting information from the individual concerned would prejudice the purposes of collection
- it is not reasonably practicable to collect information from the person concerned
- Collection from someone else is required or permitted by law.

Employee personal information

See the Employee Privacy policy

Storage of data

The OTBNZ is required to store the personal information it collects securely. All personal information in electronic form is stored in a secure, password protected database and/or server. Personal information provided in hard copy is stored at a secure off-site location.

Viewing of personal information

Under principle 6 of the privacy principles adopted by the OTBNZ, individuals have a right to ask for access to personal information held about them.

Requests for access to or correction of personal information should be addressed to the Privacy Officer. The OTBNZ aims to respond to such requests as soon as possible.

The Privacy Officer:

privacy@otboard.org.nz

The Privacy Officer

PO Box 9644

Marion Square

Wellington 6141

New Zealand

Correction of personal information

If an individual believes that the personal information held about them by the OTBNZ is inaccurate then they may request that the information be corrected. If a decision is made not to correct the information then the request will be attached to all available copies of the information and made available to any users of the information

Retention and disposal of personal information

The OTBNZ will securely destroy any personal information that is no longer required. Hard copy information is destroyed using a recognised document destruction company. Electronic information is deleted from the server and/or database.

Non-identifiable information may be securely retained for learning and/or education purposes.

When practitioners cease to be registered as an occupational therapist their personal information will be stored electronically in a secure database and/or server or secure off-site location.

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