

Occupational Therapy Board of New Zealand - Website privacy policy

This policy has been produced to comply with the requirements of the Privacy Act 2020 to inform users of **www.otbnz.org.nz** on the collection and use of information collected on this website.

Intention of OTBNZ re privacy of information

The Occupational Therapy Board of New Zealand (OTBNZ) is committed to maintaining high security and privacy practices. We will do this by ensuring any person with access to personal information is familiar with privacy rights, are secure and diligent with the personal information of others, and are able to respond to any privacy requests or concern effectively and efficiently.

In applying the requirements of the Privacy Act 2020 OTBNZ will observe the principles defined in our privacy policy (available on request from privacy@otboard.org.nz).

Collection of data on this website

We do not collect identifiable information about anyone browsing our website. We collect non-identifiable data about the usage and traffic visiting our website through google analytics. This information is used for the purposes of improving our website and interaction with users and is limited to:

- pages visited
- length of time spent of a page
- site directed from
- other non-identifiable information.

Use of cookies on our website

We do use cookies on our website from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your email address or other personally identifiable information. If and when you choose to provide our website with personal information, this information may be linked to the data stored in the cookie. You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

Collection of personal information on this website

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

- making an online application
- making an enquiry
- making a complement or complaint
- updating your details through your personal online MyOTBNZ portal.

We collect personal information from applicants and practitioners to carry out the purposes detailed in the Health Practitioners Competence Assurance Act 2003. Personal

information is stored in a secure site (myOTBNZ) accessed through this website www.otbnz.org.nz. The OTBNZ will ensure that myOTBNZ is secure and personal information is kept confidential.

Public register

Some information about practitioners is viewable on the public [register](#) as required by the [HPCAA \(s149\)](#). This includes a practitioner's:

- Name
- Registration number
- Qualification/s
- Registration Status
- Practising certificate status
- Expiry Date of Practising Certificate
- Conditions on practice (if any)
- Recertification status

Collection of information

Much of the information collected is required under the HPCAA. Where the information is not mandated by the HPCAA practitioners are given the option to not provide the information (eg, providing a work phone number).

Where information is provided to the OTBNZ about an applicant or registrant from another source (such as from a referee, or confirming registration in another jurisdiction) the applicant or practitioner will usually be asked to provide consent for this to occur, except where required under the law.

When a practitioner logs in and makes use of the practitioner portal, myOTBNZ, or other components within this system this is recorded in their practitioner audit log. The OTBNZ uses this information to assess the effectiveness of its communications and processes.

Access to and updating information

Practitioners and applicants are able to request a copy of the information that the OTBNZ holds about them.

It is important to us that the information we hold about you is accurate, complete, and up to date. If you are aware that this is not the case, you can access, update, and review your information held by us by logging into myOTBNZ through your secure login.

If you would like us to correct any other information please contact us at [**enquiries@otboard.org.nz**](mailto:enquiries@otboard.org.nz).

Protection of personal information

Regular reviews of privacy and security practices and policies are scheduled by the OTBNZ. All staff undertake privacy and security training as part of their induction process and receive ongoing training.

OTBNZ manages practitioner information using a cloud-based specialised regulatory software. Online data is held in servers based in Aotearoa New Zealand and Canada. Any hard copy data that OTBNZ holds, including historical records, are held in a secure Aotearoa New Zealand archive.

Further information on our privacy management policy

Information about how we handle, store and use private information for OTBNZ purposes is detailed in our ***Personal Information policy*** which is available on request.

Complaints and information requests about OTBNZ privacy practice

Any person may make a complaint about a breach of their privacy or enquire about our privacy policy. These should be addressed to the privacy officer:

OTBNZ Privacy Officer

privacy@otboard.org.nz

PO Box 9644

Marion Square

Wellington 6141

New Zealand

Complaints to the Privacy Commissioner

If you are unhappy with the resolution of your complaint, you may complain to the Office of the Privacy Commissioner. Information on this process [may be found here](#).

This version updated: March 2021