**Privacy Statement**

**Purpose**

It is necessary for SkillWise to collect details of your personal, health and educational information so that we can provide the most appropriate disability and educational support for you.

SkillWise complies with relevant legislation when collecting, handling and storing your information. Please refer to the list of legislation provided at the end of this statement.

**Collection**

We collect your information when you Request to Join SkillWise and during the course of our interactions with you. This information includes:

* Your name, contact details and demographical information
* The name and contact information of key people in your life
* NHI/SWN/IRD number
* Your funding/benefits and billing information
* Information about your health/disability, including assessments

We may also collect photo or video images of you for use in promotional material. Images of you are only collected and used with your prior agreement.

Our preference is to collect your information directly from you, or from someone you have authorised to provide this information on your behalf i.e. a member of your family/whanau or support staff. However, in accordance with the Health Act, we can request health information about you from other providers if that information will help us to provide you with appropriate supports. You should let us know if you have any concerns about how or who we collect information from.

**Uses**

We only use the information about you for the purpose(s) it was collected, and for routine administrative purposes connected to our service delivery and contractual obligations, including:

* To deliver appropriate support and services;
* To make contact and maintain communication with you or key people in your life;
* For operational and business administration;
* To meet contractual or legal obligations that require us to report to government agencies such as ACC, the Ministry of Health, the Ministry of Social Development, and the Tertiary Education Commission;
* To share relevant personal, health and educational information with other professionals who are directly involved in your support (such as residential providers, training providers).
* To respond to any incident, complaint, investigation or inquiry that relates to you.

In addition, we may use information about you for training and quality improvement measures, with a view to better manage and improve our service. In this case, information is anonymised.

We will only use your information for the reasons stated above, or with your prior agreement, or where required or authorised by law.

**Storage, Access and Retention**

Your information is stored in safe and secure electronic systems with access to SkillWise staff and volunteers only. This includes Community Facilitators/Employment Support Co-ordinators, management and administration, and student placements. With very limited exceptions, the rules relating to personal and health information do not allow us to disclose identifiable information about you to anyone else, including family, friends, or your employer, without your consent.

We are required to retain records about you for 10 years from the date you leave our service.

**Right to Request Your Information**

You have the right to request a copy of any personal information we hold about you, and to ask for it to be corrected if you believe it is wrong. Information about another person can only be requested if you are acting on that person’s behalf and have their written permission.

We have the right to refuse this request only if releasing this information would involve an unwarranted breach of someone else’s privacy, or would endanger someone’s safety.

To obtain a copy of your information, or to request a correction to your information, or to raise a complaint about a possible breach of your privacy, please contact us at info@skillwise.org.nz or phone (03) 382 0350, or PO Box 21032, Edgeware, Christchurch 8143.

**Relevant Legislation**

* Privacy Act 2020
* Health Information Privacy Code 2020
* Health (Retention of Health Information) Regulations 1996
* Health and Disability Commissioner Act 1994
* Code of Health and Disability Services Consumers’ Rights 1996
* Health and Disability Services (Safety) Act 2001
* New Zealand Disability Strategy 2001
* Whāia Te Ao Mārama 2018 to 2022: The Māori Disability Action Plan

Please contact us if you would like more details on the above legislation.