

Privacy and protection of information policy

Rationale:

We need to obtain sufficient information from members, their families/whānau to enable effective support and to ensure accurate statistics (e.g. ethnicity, age bracket) in reporting to funders. However we need to balance this with a focus on individual privacy and confidentiality of information.

Policy:

We build community, and support people to share their gifts and abilities. Our record keeping will be respectful as we note people's strengths, gifts and abilities before any note about needs and disabilities.

When recording information about a member's disability and support needs we need to ask them what they are okay to share, and with whom. Information must not be collected that does not have a clear purpose in ensuring their needs are better met, or information needed for our accountability reports (e.g. ethnicity) in order for us to ensure their needs are met.

Practice:

- Members will be encouraged to build community by enabling their photo along with positive information about themselves, which they have chosen to reveal, to be shared on the website among other members (not open to general public).
- Members will sign a confidentiality agreement.
- Unless someone gives explicit permission to release their contact details, phone numbers these will only be available through the coordinators who will match members with one another.
- Individual members can choose to share contact and personal information with other members, if they wish, once they have met face to face.
- Discussions about/with any members will take place in a setting where their privacy is protected
- Digital information will be protected by passwords on IT devices
- Information sharing with other agencies will only happen after consent has been obtained from the member concerned.
- Records of support members give to one another will be kept for reporting to funders.
- All aspects of this policy apply to personal information held about any staff or contractors as well as members.

Resources and References
Privacy Act (1993) Fact sheet / "Information about personal records" information sheet www.privacy.org.nz
Consent for use of Information form ? Informed consent policy?

Policy approved by Trust on:	Due for review before:	Signed (co-chair):
25 June 2018	Sept 2020	