

Purpose

This policy outlines Men's Health Trust NZ's commitment to protecting personal information in compliance with the Privacy Act 2020. It establishes procedures for collecting, using, storing, and sharing personal information, managing privacy breaches, and ensuring personnel are trained on privacy requirements.

Scope

This policy applies to all Personnel, volunteers, contractors, clients, service delivery partner sites, and visitors across all organisational and service delivery locations.

1. Collection and Use of Personal Information

1.1 Principles for Collection

- Collect only the information necessary for legitimate business purposes.
- Inform individuals about:
 - The purpose of collecting their information.
 - How it will be used, stored, and shared.
 - Their rights under the Privacy Act 2020.

1.2 Use of Information

- Use personal information only for the purpose for which it was collected unless:
 - Consent is obtained from the individual.
 - Required by law.
 - Necessary to prevent serious harm.

2. Storage and Security of Personal Information

2.1 Secure Storage

- Store personal information in secure systems with access limited to authorised personnel.
- Implement encryption, password protection, and regular security updates.

2.2 Retention and Disposal

- Retain personal information only for as long as necessary.
- Securely dispose of or anonymise information when it is no longer needed.

3. Sharing Personal Information

3.1 Disclosure Guidelines

- Share personal information only:
 - With the individual's consent.
 - When required by law.
 - To prevent serious harm or in emergencies.

3.2 Third-Party Agreements

- Ensure third-party service providers comply with privacy obligations through formal agreements.

4. Rights of Individuals

4.1 Access and Correction Requests

- Individuals have the right to:
 - Access their personal information.
 - Request corrections to their information.

4.2 Request Handling

- Respond to access or correction requests within 20 working days.
- Verify the identity of the requester before providing information.

5. Privacy Breach Management

5.1 Definition of a Privacy Breach

- A privacy breach includes:
 - Unauthorised access, use, or disclosure of personal information.
 - Loss or theft of personal information.

5.2 Breach Response

- Step 1: Identify and contain the breach immediately.
- Step 2: Assess the breach to determine potential harm.
- Step 3: Notify affected individuals and the Office of the Privacy Commissioner if the breach is likely to cause serious harm.
- Step 4: Document the breach and corrective actions taken.

6. Privacy Officer

6.1 Role and Responsibilities

- Designate a Privacy Officer to:

- Oversee compliance with the Privacy Act 2020.
- Provide advice and training on privacy matters.
- Manage privacy breach reporting and response.

6.2 Contact Information

- The Privacy Officer's details must be made available to personnel and clients for inquiries. In this case, the Privacy Officer will be the CEO for Men's Health Trust NZ.

7. Training and Awareness

7.1 Training Requirements

- Provide mandatory privacy training for all personnel during onboarding and annually thereafter.
- Include modules on:
 - The Privacy Act 2020.
 - Organisational privacy policies and procedures.
 - Handling access and correction requests.
 - Managing privacy breaches.

7.2 Ongoing Awareness

- Regularly update personnel on changes to privacy legislation and best practices.

8. Monitoring and Compliance

8.1 Audits and Reviews

- Conduct regular audits to ensure compliance with privacy policies and procedures.

8.2 Continuous Improvement

- Use feedback and lessons from privacy breaches or audits to refine processes and training.

Policy Review Schedule

This policy will be reviewed annually, or more frequently if significant legislative or organisational changes occur, to ensure ongoing compliance and relevance. Below is the policy review schedule.

Version: 20-03-26 [The latest policy version is identified by the most recent review date]

Last Review Date: 20 March 2026. Reviewed by CEO

Board Approved Date: 23 March 2026

Next review date: By 31 March 2027, aligned with the Annual Plan cycle.

Any enquiries can be directed to:

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