

## PRIVACY STATEMENT

Health NZ (also referred to in this privacy statement as “we” and “us”) owns and operates a Student Placement Digital Coordination Tool (**the Tool**). The Tool is used by Health NZ, Education and Health providers to support the clinical placement of students.

This privacy statement outlines how we may collect, use, store and share your personal information in the Tool in accordance with the Privacy Act 2020.

We may update this privacy statement from time to time. Please check this privacy statement regularly for modifications and updates.

### Information we collect

We will collect the following personal information directly from you:

- full name
- contact phone number
- email address

Your organisation may provide your email address to Health NZ. This information will only be provided if your organisation has been authorised by you to do so.

### How we use the personal information

Health NZ requires this information to:

- create and manage individual user accounts for the Tool
- communication with users
- support the coordination of clinical placements between health and education providers
- report on future workforce and placement availability across New Zealand

This information will be available to other education and health providers on the Tool. This is to enable coordination between providers regarding placement opportunities.

We may also de-identify and aggregate information held in the tool and use that data for planning and reporting purposes.

This information is held by Health NZ.

### How long we hold your information

We only keep your personal information for as long as required for the purposes outlined in this statement and in accordance with the law.

### Storing information securely

We take reasonable steps to ensure your personal information is protected against loss, unauthorised access, use, modification, disclosure, or other misuse.

### Access to, and requests to correct, your information

In accordance with the Privacy Act 2020, you have the right to access any information we hold about you and to ask us to correct it if it is wrong.

To see any personal information held by us, or if you wish to correct your information, please access your profile page to update your information. For more help email [HealthPlacementHub@tewhatauora.govt.nz](mailto:HealthPlacementHub@tewhatauora.govt.nz)

When making a request to access or change your information, please include:

- your name
- contact email and phone number
- details of the information you want to access or want to correct. This needs to be specific and clear. We may ask you for more details.

Please note that before we can provide you with your information or make any changes we need to be satisfied about your identity. To do so, we may need to ask you further questions or to view identification which confirms your identity.

Requesting information on behalf of someone else:

If you are requesting information on behalf of someone else, you will need to provide their lawful authorisation or other documentation to support that you have the right to do so.

**Queries and concerns**

If you have any queries or concerns about how your personal information has been managed, please contact us. You can email us at [HealthPlacementHub@tewhatuora.govt.nz](mailto:HealthPlacementHub@tewhatuora.govt.nz)

If you're not satisfied with our response to your concerns, you can contact the Office of the Privacy Commissioner.

For more information please see the [Office of the Privacy Commissioner website](#).