# Registered Nurse Primary Care Scholarship Privacy Statement

This Privacy Statement explains:

* what personal information we collect when you apply for a Registered Nurse Primary Care Scholarship (the Scholarship);
* the purposes for which we may use and disclose the information you give us;
* how we will keep it safe and how long we will keep it for; and
* how you can access it and ask for corrections if it is wrong.

The Scholarship is funded and administered by Health New Zealand | Te Whatu Ora (Health NZ). The Scholarship supports the advanced education of registered nurses working in primary and community healthcare settings.

## Last updated

We may update this privacy statement from time to time. Please check this privacy statement regularly for modifications and updates. This privacy statement was last updated on 21 August 2025.

## Introduction

To apply for a Scholarship, you need to have or create a My Health Account Workforce and complete an application in the Scholarship portal.

The personal information of Scholarship applicants will be collected for the purpose of contacting the applicant and verifying eligibility e.g. name, address, phone number, registration number, ID Verification in relation to the Scholarship application.

Employer name and location may also be obtained to verify the applicant’s eligibility, and to enable Scholarship administrators to contact the employer, if required.

No health information or financial information is collected.

Applicant data is only visible to the Scholarship administrators, who are Health NZ staff. A scholarship application assessment panel will have access to application responses provided but this information will be anonymised for these reviewers, using role-based permissions.

Applying for Health NZ’s Registered Nurse Primary Care Scholarship is voluntary.

## Use of My Health Account Workforce

Please note that it is mandatory for applicants to have a My Health Account Workforce (including My Health Account unified) before applying for the Scholarship because this is the identity management/verification process that is being used by Health NZ for the Scholarship.

To register for the Scholarship, if you do not already have an account you are required to create a My Health Account Workforce (including My Health Account unified).

You are then required to login to the Scholarship portal using My Health Account Workforce

My Health Account Workforce will ask you to grant the Scholarship administrators permission to access:

* Your method of identification – the Scholarship administrators use this to verify that you are who you say you are; and
* Your email address – this enables the Scholarship administrators to communicate with you about the Scholarship and the registration process.

No health information is requested from the applicant. If health information is provided by the applicant it will not be shared by My Health Account Workforce or My Health Account.

For more information, please visit the My Health Account Workforce Privacy Statement:

<https://www.tewhatuora.govt.nz/for-health-professionals/my-health-account-workforce/privacy-statement>

## What personal information we collect

We may collect the following personal information from you for the purpose of the Scholarship application:

* Full name  and preferred name
* Phone number
* Email address
* Residential address
* Citizenship or Residency status  (including evidence of this)
* Nursing Council of New Zealand Registration Number
* Annual Practicing Certificate expiry date
* Whether there are any conditions on your practice
* Your Tertiary Education Provider(s)
* Your Tertiary qualification(s) and completion status
* Intended/continuing programme of study
* Information of courses/papers already completed

At a later stage in the application process, we may ask you for your:

* Academic record
* Employer contact information

Only information required for the purposes of the Scholarship application and reporting is requested.

This information is held by Health New Zealand | Te Whatu Ora.

## Collecting from a Third Party

The Scholarship administrator may also verify information about your registration status via publicly available information from the Nursing Council of New Zealand website.

The Scholarship administrator may also confirm your employment status by contacting your employer.

The Health NZ Registered Nurse Primary Care Scholarship scheme uses Microsoft Power Platforms, which requires agreement to their use of Cookies or other [analytics for Microsoft Power Apps](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flearn.microsoft.com%2Fen-us%2Fpower-platform%2Fadmin%2Fanalytics-powerapps%3Ftabs%3Dnew&data=05%7C02%7Clisa.holt%40TeWhatuOra.govt.nz%7C59d7d0e733494d0cbd4a08ddda1513aa%7Cbed4da513cdb4d0dbaf8fb80d53268e3%7C0%7C0%7C638906506312210181%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=swTFkhW%2Bh8DgDc48fzxDixWj7Ch9EFtVse%2FRxvMgzrU%3D&reserved=0).

## Choice

It is your choice whether to provide your personal information as part of the registration process to apply for the Scholarship. If you decide that you do not wish to share your personal information you will not be able to complete the application.

You can opt out from the registration and application process at any time by sending us a message via the Scholarship portal to notify us.

Information that is provided is held by Health New Zealand | Te Whatu Ora.

## How we use the personal information

We may use personal information for the purposes of your application, including:

* Assessing and reviewing your Scholarship application with Health New Zealand | Te Whatu Ora;
* Verifying and/or validating the information collected during the application process;
* To correspond with you;
* To confirm with your employer your employment details; and
* To confirm your registration and/or prescribing status with the Nursing Council of New Zealand.

## Sharing of information - internally

* We may share your information with Health NZ staff members on the Scholarship application assessment panel for the purposes of assessing your application. The information shared with panel members will not contain any personally identifying information.
* We may share information internally (including with Health NZ districts) with administrators of other scholarships funded by Health NZ, to ascertain whether you hold or have applied for a scholarship with them. The information we will share is:
  + Full Name and preferred name
  + Registration number
  + Course of study
  + Employer
  + Health NZ district where employer is located
  + Contact details if required
* We will use non-identifying information for statistical reporting internally and for workforce planning purposes.

## Sharing of information - externally

* We may contact your employer to verify your employment status, employment tenure, and number of hours you are working. The information we will share is:
  + Name
  + Registration number
  + The fact that you have applied for a Scholarship
  + Your course of study
* If you are offered a Scholarship, we may share your information including full name, student ID number, courses being studied and contact details with your named tertiary provider(s) to validate your enrolment details and for the purpose of payment of the Scholarship against your course/paper fees.
* We will use non-identifying information for statistical reporting externally.

## How long we hold information

Obligations under the Public Records Act 2005 will be met as follows:

* Data will be created and maintained as per Section 17 of the Public Records Act 2005; and
* Data will be retained as per Section 18.

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

Information for applicants who are offered and accept a Scholarship will be kept for a minimum of seven (7) years from the last information entry date.

Information for applicants who are waitlisted will be kept for up to 24 months, in case a Scholarship becomes available.

Information for applicants who decline a Scholarship offer will be retained for 1 year from the date Health NZ has been notified that the offer has been turned down and all business needs have been met.

Information for applicants who withdraw their application or are declined a Scholarship will be retained for 1 year after the date when all Scholarship applicants from an intake have been advised the outcome of their application and all business needs have been met.

While no personal information will be retained after the disposal date, data that has already been aggregated for reporting will be retained.

We will not contact you to inform you that your record has been deleted.

## Storing information securely

Data is stored in Microsoft Dataverse within Health New Zealand | Te Whatu Ora’s Azure tenancy, hosted in Microsoft Azure Data Centres in Sydney, Australia. Documents collected and/or generated as part of the Scholarship process will be stored in Health NZ’s SharePoint, hosted in Microsoft Azure Data Centres in Sydney, Australia. We take reasonable steps to ensure your personal information is protected against loss, unauthorised access, use, modification, disclosure, or other misuse. Standard security safeguards are in place in conjunction with Health NZ’s information security standards.

## Access to and requests to correct the information

You have the right to access any information we hold about you and ask us to correct it if you think it is wrong.

To access any personal information held by us, log into the Scholarship portal to view the information. If you would like the information corrected or deleted, use the Scholarship portal messaging system to request this.

If you cannot log in, please email [primarycarenursing@tewhatuora.govt.nz](mailto:primarycarenursing@tewhatuora.govt.nz) to request access to your information, or that your information be corrected.

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

* your name
* contact address (email or postal)
* contact phone number
* details of the information you want to access or correct - this needs to be as clear and specific as you can make it. 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 establishes 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 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 to see if we can resolve the problem. You can:

* Email us at: [hnzprivacy@tewhatuora.govt.nz](mailto:hnzprivacy@tewhatuora.govt.nz)
* Write to us at: Privacy Officer - Health New Zealand | Te Whatu Ora, PO Box 793, Wellington 6140, New Zealand.

If you’re not satisfied with our response to your concerns, you can contact the Office of the Privacy Commissioner. For more information see the [Office of the Privacy Commissioner | Complain to the Privacy Commissioner](https://www.privacy.org.nz/your-rights/making-a-complaint-to-the-privacy-commissioner/).

## Privacy Impact Assessments

A Privacy Impact Assessment was completed for the Registered Nurse Primary Care Scholarship which can be provided to you on request.