



Caring for privacy and personal information

Whenever we collect, use, or share information from and about others, we must pay close attention to how we care for and protect their privacy.

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Types of data and information

When we talk with others, we might collect information about them. When we do, it's important that we collect their information in a way that does not identify them. Information that could identify people includes:

- identifying information such as names, initials or addresses
- personal information: identifying information in combination with other information. For example, a date of birth put together with ethnicity and gender might make it possible to work out who someone is.

We also collect, use and share non-personal information. Non-personal includes information about organisations (for example a policy) and data and information from or about people and their experiences that can't identify them. Even when information is non-personal we must still think about people's privacy and be respectful with what they have shared with us.

We only collect information we need

It's important to be clear why you are collecting, using or sharing personal information as we have legal and ethical obligations to only collect, use or share what we need to do our work.

The Caring for Privacy Kawa and Tikanga helps you be a kaitiaki of data and information.

The kawa and tikanga applies when we:

- collect or record any information from or about people
- explain to people what information the Monitor collects and how it cares for it
- share information about people, or what they have told us, with others
- report on things we have heard or learned from or about people.

In handling data and information, you must follow the guidelines set out in the Caring for data and information handbook.

Caring for privacy and personal information kawa

Whenever we collect, use, share or publish information we have gathered, we must check that we are meeting our obligations for caring for people's data and information, and acting consistently with the Caring for data and information handbook. Part of our obligation is being transparent with people about how we use their personal and identifying data or information.

If we are:

- making decisions about what to data or information to collect that could include personal or identifying aspects (for example during field work when we interview people)
- sharing or reporting on data or information that others have shared with us (for example if we share detailed information with a stakeholder that could identify a person, or when we develop case studies in reports or use quotes)

It is important that we:

1. must follow the guidelines in the Caring for Data and Information Handbook (particularly the questions on page 8) to help us decide what is reasonable to collect, share or use and what we need to do to be transparent
2. consult with the Privacy Officer if required.

If we are:

- developing a process or approach for the first time
- reviewing an existing process or wanting to start sharing information in new ways (such as producing a public facing document)

Then you must complete the Privacy checklist template.

Complete these steps before finalising documents or processes with the Monitor's Leadership team (if that is required).

Related documents

- Caring for data and information handbook
- Privacy checklist template

Date of approval	
Date of next review	
Approved by	

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