





COLLECTION	<input checked="" type="checkbox"/>	STORAGE	<input checked="" type="checkbox"/>
What is your lawful purpose for the collection of personal information?	<input type="checkbox"/>	Where will you keep the information? Consider both physical and digital locations.	<input type="checkbox"/>
What types of personal information do you collect?	<input type="checkbox"/>	How will safeguard the personal information to prevent loss, misuse or disclosure?	<input type="checkbox"/>
Who do you collect personal information from?	<input type="checkbox"/>	How long does the information need to be retained for?	<input type="checkbox"/>
 Directly or indirectly?	<input type="checkbox"/>	How will you dispose of the information once it is no longer needed?	<input type="checkbox"/>
Is providing the personal information compulsory or voluntary?	<input type="checkbox"/>	DISCLOSURE	<input checked="" type="checkbox"/>
Do you collect any personal information via your website such as IP addresses, cookies and other data analytics?	<input type="checkbox"/>	Before disclosing the information how will you ensure it is accurate, complete, relevant, up to date and not misleading?	<input type="checkbox"/>
USE	<input checked="" type="checkbox"/>	Will you be disclosing the information outside of New Zealand?	<input type="checkbox"/>
What are you using the personal information for?	<input type="checkbox"/>	PRIVACY INCIDENTS	<input checked="" type="checkbox"/>
How will you ensure the personal information is only used for the original purpose which it was collected?	<input type="checkbox"/>	What steps should staff take when a possible privacy breach, a privacy breach, or a near miss occurs?	<input type="checkbox"/>
Who do you collect personal information from?	<input type="checkbox"/>	 Who should the staff member who noticed the incident report it to?	<input type="checkbox"/>
How will you limit use to on a 'need to know' basis?	<input type="checkbox"/>	Consider processes for both internal and external privacy breaches.	<input type="checkbox"/>
ACCESS	<input checked="" type="checkbox"/>	How will incidents be recorded internally?	<input type="checkbox"/>
How will you provide an individual access to the personal information you hold about them?	<input type="checkbox"/>	Does your agency have a plan for how it will learn from incidents and improve its processes?	<input type="checkbox"/>
How will you provide access to CCTV footage?	<input type="checkbox"/>	OTHER	<input checked="" type="checkbox"/>
How will you respond to correction requests?	<input type="checkbox"/>	Are you sharing information with a third-party provider?	<input type="checkbox"/>
		Who is your organisation's Privacy Officer?	<input type="checkbox"/>

REVIEW How often will the policy be reviewed and who is responsible for knowing about privacy law updates?