

Privacy statement

This privacy statement applies to personal information collected about you by the Physiotherapy Board ('we', 'the Board').

What information do we collect?

We may collect personal information about you when:

- you submit any application to the Board, including an application for registration in a scope of practice, an application for a practising certificate, or an application to be retained on the register with non-practising status;
- you communicate with us or supply your personal information to us, whether at our request or otherwise;
- we receive personal information about you from third parties, including when we receive complaints or notifications about you, when we request an assessment or examination in relation to you;
- we are required or permitted by law to collect such personal information.

The personal information we collect may include:

- information for the purpose of establishing your identity;
- details such as: name, place of residence, contact information, date of birth, ethnicity, gender, qualifications, employer, places of work, hours worked, and work experience;
- details of your education, qualifications, and professional experience;
- information recorded by or about you in clinical records or patient notes;
- information about your competence and fitness to practise, including health information and information held by regulatory and law enforcement agencies.

How do we collect personal information?

We may collect personal information directly from you. We may also may collect information from other sources, including educational, regulatory, and law enforcement agencies.

Why do we collect personal information and how may it be used?

We collect personal information to help us perform our statutory functions and for other lawful purposes. For example, the Board may use or disclose personal information as reasonably required to communicate with you, obtain or verify information required to process your applications, deal with your requests, establish your identity, and to deal with any complaints or notifications made by or about you.

If you do not supply all requested information, or the information we hold is incorrect, the Board may not be able to process your applications or deal with your requests fully.

When may your personal information be disclosed?

We share personal information within our staff. Besides our staff, we may share personal information with third parties where we consider that disclosure would assist us to perform our statutory functions or where we are required or permitted by law to disclose the information. For example, when you submit an application for registration, personal information about you may be shared with the assessors or examiners we engage to advise us regarding your eligibility for registration.

Information will be disclosed in accordance with the information privacy principles in the [Privacy Act 1993](#).

How is personal information stored and secured?

Personal information about you is collected and held by the Physiotherapy Board, Level 12, 10 Customhouse Quay, Wellington 6011. Information may be stored in paper-based formats or electronically. We may use cloud-based storage technologies to store personal information. We will take reasonable efforts to protect the personal information we hold from loss, misuse, unauthorised access, disclosure, alteration, or destruction. However, please note that some inherent risks associated with electronic technologies and the Internet are outside our control.

Can you have access to and request correction of your personal information?

You have the right to have access to any personal information we hold about you in such a way that it can readily be retrieved. You may also ask for it to be corrected if you think it is wrong, in accordance with the information privacy principles in the Privacy Act 1993.

To exercise these rights, or to ask us questions about your privacy, please contact us in writing or by email:

Privacy Officer
Physiotherapy Board
PO Box 10734 Wellington 6143

privacy@physioboard.org.nz

The terms of this Privacy Policy may change from time to time.

Last updated: 10 December 2018