

2023/24 Annual Plan Engagement Privacy Statement

What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this privacy statement to explain how we deal with your personal information collected for the *2023/24 Annual Plan Engagement*. Personal information is information about an identifiable individual – you.

Our collection or creation, use, and disclosure of your personal information addresses the requirements of the Privacy Act 2020. This Act is administered by the Ministry of Justice and overseen by the [New Zealand Privacy Commissioner](#).

What personal information do we collect, and how will we use it?

During the engagement process, we ask for:

- Your full name
- Your email address or phone number
- Your ethnicity
- Your gender
- Your age
- Your location (the town or city you live in)
- Your responses to the submission questions.

We are collecting this information directly from you through:

- The electronic submission form you complete on the Have Your Say website
- Your written submission, which you either email or deliver to us
- Your email registration for an online discussion forum.

Where you register for an online discussion forum through Eventfinda, that agency manages the information you provide in accordance with its [Privacy Policy](#), and shares your name and email address with us so we can ascertain numbers and send you a calendar invite.

If you attend an online discussion forum, we will document your name and the key themes of the discussion.

Purposes of collection and use

Greater Wellington will use the personal information that we collect to:

- a Identify your submission
- b Assess the representativeness of submission responses by ethnicity, age, gender and location so we can decide whether further engagement is needed

- c Prepare a public report to Council that includes a thematic analysis of submissions, and possibly a demographic summary
- d Invite you to an online discussion (where you are registered)
- e Prepare a thematic summary of the discussion at the online forum
- f Contact you to clarify any aspect of your submission or a comment during the discussion at the online forum.

Public availability of submissions

Greater Wellington treats all submissions received, and the summary of discussion at the online forum prepared, through its public consultation processes as public information. As such, we:

- May be required to release all or part of your submission or the summary, , if a request is made under the Local Government Official Information and Meetings Act 1987.
- Will consider removing your contact details (email and/or phone number) from any publicly available copy of your submission if you request this removal in your submission.
- May choose to publish submissions in full or as a summary, and the summary of discussion at the online forum, including on the Greater Wellington website. The contact details of persons submitting in their personal capacity will be excluded from website publication.

Using your information

We will only use the personal information provided to us:

- For the purposes we collect that information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use)

Data storage, security, and access

Greater Wellington has implemented measures to ensure your personal information is kept safe and secure; protected against loss, damage, misuse, and unauthorised access; and kept accurate, current, complete, relevant, and is not misleading.

These measures include:

- Digital information, including your submission, is held securely on the Have Your Say website.
- Digital information is transferred securely from the Have Your Say website to secure folders in Greater Wellington's document management system
- Hard copy submissions are scanned and stored in these secure folders

- Access to these secure folders is restricted to the project team and system administrators.

How long do we hold your personal information?

Your submission, and any summary of discussion at the online discussion forum, will be retained for three years in Greater Wellington's document management system and will then be destroyed. Hard copy submissions will be destroyed once they are scanned and stored in Greater Wellington's document management system.

Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at privacy@gw.govt.nz
- If applicable, ask us to correct that information

Once we have verified your identity, we will provide you with confirmation and access, unless we believe we should withhold the information under the Privacy Act 2020. We will deal with your request within 20 working days; and, if we decide to withhold, we will provide the reasons and supporting grounds.

Correction

If we:

- Agree that your personal information needs to be corrected, we will do so and provide you with an amended record (if requested).
- Refuse a request for correction, you are entitled to request that a statement is attached to the relevant personal information recording that the correction was sought but not made.

Your rights to access and correct any personal information we hold are subject to the Privacy Act 2020.

Contact us

For further information about this privacy statement and our related information practices, please contact us on corporate.planning@gw.govt.nz.

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at privacy@gw.govt.nz.

Complaints

If you consider we have breached your privacy, or there is a privacy matter that we cannot resolve, you can complain to our Principal Privacy Officer at privacy@gw.govt.nz.

If you are not satisfied with that response, you can then complain to the Privacy Commissioner at:

Phone 0800 803 909 (Monday to Friday: 10am to 3pm)

Email enquiries@privacy.org.nz

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.