



Gathering the right information from the right people can help you build an understanding of tamariki and whānau you are working with. The Oranga Tamariki Act 1989 enables entitled agencies and independent people to share information that will support the wellbeing and safety of tamariki and whānau. Talk to the people you are working with (child or young person, their family, whānau, or other individual) about who might have information that would support the work that you are doing together.

If you are an agency or independent person working in the child welfare and protection sector you can request information from Oranga Tamariki or another agency or independent person in that sector under section 66C of the Oranga Tamariki Act 1989. Requesting Information templates are available at: <https://www.orangatamariki.govt.nz/assets/Uploads/Information-sharing/Information-Sharing-Request-Template-Agency-to-Agency.pdf>.

Your request should clearly outline:

- who you are
- who you need information about
- what information you need (be specific)
- the lawful purpose of the request (these are detailed in s66C)
- any time frames you need them to know about
- any details the holder of the information would need to help them consult with an individual before sharing information about them.

For further information and support about information sharing visit:
<https://www.orangatamariki.govt.nz/working-with-children/information-sharing/>

The details you give in the request will help recipients to decide whether to share information with you and what information to share.

**If you are worried about the safety of a child or young person call:
0508 326 459**

Sharing information with others



Sharing (disclosing) information between entitled individuals or agencies can help increase understanding of the background and current situation impacting on children, young people, adults or whānau and support the work they are doing. The Oranga Tamariki Act 1989 enables entitled agencies and independent people to share information that will support the wellbeing and safety of tamariki and whānau.

Where it is practicable or appropriate you must consult with the child or young person, or their representative, before deciding to share information about them under section 66C of the Oranga Tamariki Act 1989. You will need to help them to understand what you propose to share, with whom and why and consider their views.

Whether you have made a decision to share information related to a child young person or another person, OR you have received a request under section 66C of the Oranga Tamariki Act 1989 or some other Act you must:

- only share the information if you are permitted to do so under the relevant Act
- follow any requirements relating to the purpose of sharing if these are specified in the Act you are sharing under
- only share with individuals or agencies that the Act permits you to share with
- only share information that is relevant, accurate, correct and up-to-date
- follow any legal requirements with regards to consulting
- consider any policies and procedures that your organisation has in place regarding sharing information and consent.

If Oranga Tamariki or Police request information under s66 of the Oranga Tamariki Act 1989 you are required to comply.

Consulting with people about sharing their information



People often have concerns about how their information is accessed and used. Trust is a key part of successfully working with people. It is always best practice to be open and honest with people when you are considering sharing their information whenever possible, and when this can be done safely. You are required to consult with the child or young person, where it is practicable or appropriate if you are proposing to share their information with someone else under section 66C of the Oranga Tamariki Act 1989.

Check the requirements around consulting if you are using any other Act to share information. NB: Remember you can share information with Oranga Tamariki or police at any time if you are worried about the safety of a child or young person.

When you are talking with anyone about sharing their information:

- explain and help them to understand what is being shared and why
- indicate who the information is being shared with
- discuss what you understand may occur as a result of the information being shared
- encourage them to ask questions and acknowledge any concerns they have
- take their views into account before making a decision about sharing information.

When you are talking with children and young people about sharing their information also consider:

- explaining in a way that helps them to understand
- checking that they understand regularly
- verbally summarising their views back to them, so they know you have heard.

Consider the impact that consulting about sharing information may have and any support required.

Quick Reference Card

Keeping information safe



Under the Privacy Act 1993, you have a legal obligation to keep information safe and secure, and to minimise the chance of misuse.

Most organisations will have procedures or policies about keeping information safe. Make yourself familiar with yours and follow them.

If you think you have shared information in error let your manager know as soon as possible if you have one.

The following steps are recommended by the Privacy Commissioner when information is shared in error:

Containment: Make an assessment of the situation - what has happened, and is there anything you can do to retrieve or secure the personal information?

Evaluation: Consider the risk associated with the breach – what potential harm could result in this case, and is there anything you can do to minimise this harm?

Notification: Should affected parties be made aware of the breach, and, if so, how will you notify them?

Prevention: What lessons can be learned from this experience to prevent future breaches or to better respond if there is another breach? For more information contact the Privacy Commission <https://www.privacy.org.nz/>

If there isn't a policy, or if you work independently, here are some things you could do to keep information safe:

- familiarise yourself with the principles of the Privacy Act:
<https://www.privacy.org.nz/news-and-publications/guidance-resources/a-quick-tour-of-the-privacy-principles/>
- avoid leaving paper OR electronic copies of information you are sharing where they can be seen or be accessed by others
- confirm the address of the recipient and that any attachments are correct if sharing information by email
- avoid verbally sharing information in places where you can be overheard
- file information securely.