



Electrical Workers Registration Board

SAFETY | COMPETENCY | COMPLIANCE

Privacy Act Policy

EWRB Reference Number	O-PO-14 Privacy Act Policy (revised July 2025)
Document Category: Board/Legislative/Operational	Operational
Document Type: Rule/Policy/Procedure/Reference	Policy
Responsible: Board/Registrar	Registrar
Publication Status: Public/Private	Public
Board Approval Date	July 2025
Gazette Notice Date (or N/A if not applicable)	N/A
Next Review Date	2027

Signed and dated on this 21st day of October 2025.

R Keys

Presiding Member

Contents

1. Purpose	2
2. Application	2
3. Privacy Officer and Administration	2
4. Privacy Principles.....	2
5. Requests for the Release of Personal Information	2
6. Transfer of Requests	3
7. Withholding Information.....	3

1. Purpose

- 1.1 The purpose of this policy is to outline the Privacy Act 2020 (“the Act”) and the Information Privacy Principles and the Boards process for dealing with requests for information made under the Privacy Act.
- 1.2 The policy also sets out the requirements for storing and securing personal information and the process for dealing with complaints to the Privacy Commissioner and details what should happen in the event that a privacy breach is identified.

2. Application

- 2.1 The Privacy Act applies to almost every person or organisation in New Zealand that holds personal information, and the Board is obliged to observe its requirements.

3. Privacy Officer and Administration

- 3.1 The Privacy Act requires the Board have a Privacy Officer. As the Board’s information is held and administered by the Ministry of Business Innovation and Employment (“the Ministry”) on behalf of the Board the role of Privacy Officer and the administration of Privacy Act requests will be fulfilled by the Ministry.

4. Privacy Principles

- 4.1 The Act specifies 13 information privacy principles which are set out in full in the Schedules. The Board will comply with its obligations pursuant to the privacy principles. The principles can be accessed [here](#).

5. Requests for the Release of Personal Information

- 5.1 A request under the Act can only be made by an individual (natural person) or individual’s representative, rather than a company or organisation. The individual must be living.
- 5.2 An individual can make a request for:
 - confirmation about whether or not the Board holds particular personal information;
 - access to personal information being held by the Board; or
 - a correction to be made to personal information held by the Board.

- 5.3 If an Information Privacy Request is properly made under the Act, the Board has 20 working days to:
- decide whether or not to grant the request;
 - decide the form in which the request is to be granted; or
 - inform the requester of the Board's decision.
- 5.4 The Board may extend the statutory timeframe for responding to an information privacy request if the request:
- is for a large quantity of information or requires a search through a large quantity of information; or
 - requires consultation that will take up so much time that it would not be possible to respond properly within the 20 working day timeframe.
- 5.5 The requester must be notified of the time extension within 20 working days after the Board receives the request.

6. Transfer of Requests

- 6.1 If the Board does not hold the requested information or it believes the request is more closely connected with another organisation the request must be transferred to that organisation within 10 working days of receiving the request.

7. Withholding Information

- 7.1 The Privacy Act provides a number of grounds on which requested information can be withheld.
- 7.2 The full list of withholding grounds is available on this [link](#). The grounds for withholding information likely to be relevant to the Board are if the:
- release were to prejudice the maintenance of the law, including the prevention, investigation and detection of disciplinary offences;
 - release were to endanger anyone's safety;
 - release would involve the unwarranted disclosure of the affairs of another person;
 - request involved evaluative material (reference checks, for example) and an undertaking of confidentiality had been given; or
 - release would breach legal privilege.