



Your Information is Important

By approaching Historic Claims, you are trusting us to treat your information with respect and sensitivity. It is important to us that you know why we collect information from you, when we may need to share it and for what purpose.

Why we collect your information

- To assess and respond to claims of abuse of people who were in the care, custody, guardianship, or came to the notice of Child Youth and Family, Department of Social Welfare or Child Welfare before 1 April 2017.
- To be able to provide you with information about your time in care.
- To share information to support other organisations to keep children safe today and in the future.

We also collect and use information for research purposes, and to be able to provide advice to Government. When we use information for these purposes, you will never be able to be personally identified.

Who we share information with (and why)

We know that the information you share with us is very personal to you. Sometimes we may need to share that information with other organisations so we can respond to your claim or help keep children safe. These organisations are listed over the page.

What happens if you don't want to share information

You do not have to give us any information you don't want to, but if you do not give us all the information we ask for we may not be able to assess that part of your claim.

We will talk with you about the best way to get information from you. This could include giving information in person, by phone, in a letter or by e-mail. You may also prefer to ask another person (such as a counsellor or support person) to provide us with the information on your behalf.

Let us know if you have concerns about your information being shared

If you have questions about your information being shared, or are concerned that sharing

information with other organisations may put you at risk, please let us know straight away, so we can answer any questions or consider how your concerns might be addressed. We will make every effort to talk with you about what information we need to share to protect others before we share it, unless we consider we are unable to do so. For example, where there is a safety concern that we think needs to be addressed urgently, or where we feel an investigation may be compromised.

What happens if we cannot locate you

If we cannot get in touch with you using the contact details you have provided us, we may seek your up-to-date contact details from:

- the Ministry of Social Development's Work and Income database.
- the Department of Corrections (if relevant) to confirm which prison you are in. We do not share any details about your claim with Corrections; only your name, date of birth and the last known prison you were in.

You can access and correct your information

Under the Privacy Act 2020 you can access the information we hold about you at any time. You can also ask us to correct this information if you believe it is wrong. If we disagree that the information is wrong, you can ask to have a statement of correction attached to the information explaining why.

Who we might share information with (and why)

To assess your claim, we may need to share your information with other agencies or Non-Government Organisations (NGOs) who were involved in your care.

Where you identify a concern about care or treatment provided to you during your time at a school or by a teacher; by an NGO involved in your care; or where your concerns relate to events that happened after 1 April 2017, for your claim to be assessed in full we will likely need to share information about those concerns with either the Ministry of Education, the relevant NGO or Oranga Tamariki.

When we are assessing your claim in full, we will need to share your name, your concerns about what happened to you, and the name of any person you have raised concerns about. Generally, these organisations will provide information directly to Historic Claims so that we can assess that part of your claim, and you will not be contacted by that organisation.

In certain situations, all or part of your claim may need to be transferred to another organisation so that they can respond to you directly. In such cases we will make every effort to contact you if we need to do this.

We may need to share your information with other organisations to support them to prevent similar events happening to others.

You may share some concerns with us which raise current safety concerns for children. Historic Claims may need to share that information with other organisations if we believe that other children may be at risk. The Privacy Act does not require us to obtain your consent to share your information for this purpose. However, we will try to contact you before sharing information with another organisation so you know what we intend to do, unless we are only sharing initial information with Oranga Tamariki for them to check whether a person is a current staff member or caregiver (see below).

Oranga Tamariki—Ministry for Children

Where you raise a concern about the care or treatment provided to you by an Oranga Tamariki staff member or caregiver, we will likely need to share relevant information with Oranga Tamariki so that they can check to see whether that person is still working for them. In this initial stage of checking, we will only provide the minimum amount of information that is needed to enable Oranga Tamariki to carry out identity checks such as any names you provide us of an alleged perpetrator and details of the care placement. In some cases, we may need to also

provide your name to Oranga Tamariki if that would assist with identifying the person.

Where Oranga Tamariki identifies that the person may still be an Oranga Tamariki staff member or caregiver, Historic Claims will likely need to provide further information to Oranga Tamariki such as the details of your concerns about that person. This may mean Oranga Tamariki investigates the concerns you have raised, which may involve speaking with the person you have expressed concerns about.

- Depending on the situation, you may be contacted by Oranga Tamariki, or we may be able to liaise with them for you. We will talk about this with you first.
- Oranga Tamariki will want to know any concerns you have about your information being used, and will want to work with you to make sure your information is used in a safe way.

Other government agencies or Non-Government Organisations (NGOs)

Where you raise a concern about the care or treatment provided to you that relates to a current NGO staff member or caregiver who works with children, or a current government agency staff member, we may need to share relevant information with that NGO or government agency.

New Zealand Police

Where you raise concerns about a person's possible criminal offending we may need to share that information with Police. If the Police ask us for information about you and your concerns, we may need to share this with them.

A person that you have raised concerns about

In some circumstances, we may share your information with a person you have raised a concern about. This may occur if:

- that person is a staff member currently working for the Ministry of Social Development.
- your claim is progressing towards a trial and the person you have raised concerns about may have to give evidence in court.

Another agency may need to share your information with a person you have raised concerns about, to keep children safe now and in the future.