

# AUCKLAND JUSTICES OF THE PEACE ASSOCIATION INC.



## **Title:**

Policy for Privacy

## **Purpose:**

This policy concerns the Privacy of Data held by the AJPA and also by individual Ministerial Justices. It is consistent with the 13 Privacy Principles of the Privacy Act 2020.

The policy has three parts.

- Section A sets out the data AJPA collects, holds and uses relating to members.
- Sections B and C set out the advice AJPA provides to Justices relating to client data collected and held by members when carrying out their roles as Ministerial Justices and Judicial Justices.

## **Policy:**

### **A. Data held by AJPA**

#### 1. Nature of Data Held

AJPA collects information on Justice of the Peace nominees and AJPA members in order to manage the membership, invoice members, communicate information and news, and provide education and support for the practice of being a Justice. Some of this information is required to meet the undertaking to be available to the public through listings of Justices. Information is held by the Registrar and the Treasurer of AJPA.

Specifically, AJPA collects and holds the following data for nominees and members:

1. Name
  2. Addresses
  3. Email addresses
  4. Phone numbers
  5. JP number, title (Dr/Mr/Mrs/Ms/Cdr/Rev etc)
  6. Date of birth
  7. Date of Swearing in/Gazette (both new & retiring JPs)
  8. Language skills of Accredited JPs who volunteer this information
  9. Information about complaints received from the public about JPs
2. Local Support Group Coordinators may also hold Items 1-5 above for purposes of rostering and communication.

# AUCKLAND JUSTICES OF THE PEACE ASSOCIATION INC.



3. This information may be requested and checked at any time by the individual member on request to the Registrar ([registrar@jpauckland.org.nz](mailto:registrar@jpauckland.org.nz)). Individuals are responsible for keeping this information updated through the Registrar's email or via the AJPA website ([www.jpaukland.org.nz](http://www.jpaukland.org.nz)).
4. This information may also be disclosed, on request, to
  - The Royal Federation of New Zealand Justices Associations
  - The Ministry of Justice as it relates to holding the office of JP
  - Any other person authorized by the Justice of the Peace Act or another NZ law (e.g. a law enforcement agency)
  - Any other person authorized by the Member

## 5. Consent

Consent for the collection and use of private information will be confirmed annually on subscription invoices.

## 6. Protection

AJPA undertakes to take reasonable steps to protect personal information, including internet access; and to delete information once it is no longer used for the purposes above.

## **B. Advice to Members concerning client data**

### 1. Nature of Data held

AJPA advises Members to keep a log of Clients seen, that includes

- Name
- Date and location
- Type of services provided
- Under certain circumstances, contact phone numbers

The purpose of this information is to supply activity statistics to AJPA, and at some times, traceability (as in Covid-19 contact tracing). Members are advised that no other information (copies of documents, document numbers) are to be kept.

### 2. Consent

Information in individual log books should be openly and briefly recorded in the presence of the client.

### 3. Protection

Members are advised to keep their log book in a secure place.

## **C. Judicial Justices**

### 1. Nature of Data held

Judicial Justices frequently make hand written notes during Court sessions, which may or may not contain personal details given in court. These notes should be

# AUCKLAND JUSTICES OF THE PEACE ASSOCIATION INC.



retained for up to 12 months, in case of the Justice's decision being appealed in a higher Court. The documents must be stored securely at all times.

## 2. Protection

These notes should be destroyed after 12 months. It is recommended that they are shredded either in the Court shredder or a personal shredder. Court notes must never be put into general rubbish or recycling as whole documents.