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## Your responsibilities

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## Your privacy responsibilities

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Under the Privacy Act, agencies must follow a set of rules when handling personal information. Read below to find out what an agency is, and how to comply with the Act.

## Who does the Privacy Act apply to?

The Privacy Act applies to any organisation or business (referred to in the legislation as an 'agency'), whether it's in the public sector or private sector. This includes:

- government departments
- companies
- small businesses
- social clubs
- other types of organisations.

## Exceptions

The Privacy Act does not apply to:

- courts and tribunals when they are doing their judicial tasks
- news media when they are gathering and reporting news
- Members of Parliament (MPs) when they're acting in an official capacity.

[Section 8\(b\) of the Privacy Act has a full list of exceptions](#)

## The Privacy Principles

The Privacy Act has 13 information privacy principles which set out how your organisation should handle personal information.

The first four principles govern how you can collect personal information. This includes when you can collect it, where you can collect it from, and how you can collect it.

### Collecting personal information

Principles five, six, and seven govern how you store personal information. People have a right to access and seek correction to their personal information.

### Holding personal information

The rest of the principles govern how you use and share personal information. Make sure information is accurate, and you use and share it appropriately.

### Using and sharing personal information

## Privacy rules for specific situations

Some industries and types of personal information have codes of practice which change how the Act applies to them. There are six codes of practice in operation:

- [Health Information Privacy Code](#)
- [Credit Reporting Privacy Code](#)
- [Telecommunications Information Privacy Code](#)
- [Civil Defence National Emergencies \(Information Sharing\) Code](#)
- [Justice Sector Unique Identifier Code](#)
- [Superannuation Schemes Unique Identifier Code](#)

## How other laws work with the Privacy Act

If another law says something different to the privacy principles, that law overrides the Privacy Act.

For example, if another statutory provision allows you to disclose information, in those circumstances, you won't be in breach of the Privacy Act by disclosing the information regardless of what principle 11 says.

## Having a privacy officer

The Act requires all agencies to have at least one person who's familiar with the agency's privacy obligations and fulfils the role of a privacy officer.

[Information for privacy officers](#)

## Resources for complying with the Privacy Act

We've created a variety of resources to help you learn about your privacy obligations and make it easy to comply with the Act.

[Privacy resources for agencies](#)

## Contact us

If you want to know more about privacy, the Act, or our work in general, contact our enquiries line:

Phone 0800 803 909 (Monday to Friday, 10:00am to 3:00pm)

Email [enquiries@privacy.org.nz](mailto:enquiries@privacy.org.nz)

[Send us an enquiry using our online form](#)

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