

## What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this information statement to explain how we manage your information (including personal information) collected through the submissions process for the Regional Policy Statement (RPS) Change 1 process. Personal information is information about an identifiable individual – you.

Our collection or creation, use, and disclosure of your personal information addresses the requirements of the Resource Management Act 1991 (the RMA) and the Privacy Act 2020. More specifically, Schedule 1 to the RMA directs us to use the processes in:

- Part 1 of that Schedule when preparing, changing, and reviewing policy statements and plans, including the use of prescribed Form 5 and Form 6 (see Schedule 1 to the Resource Management (Forms, Fees and Procedure Regulations 2003).
- Part 4 of that Schedule for a freshwater planning process, including hearings and appeals.

Greater Wellington supplements these processes with a range of administrative requirements.

## What personal information do we collect and for what purpose(s)?

During the consultation process, Form 5 and Form 6 require us to ask for:

- The submitter's full name
- An email address or postal address
- A phone number (Optional)
- If applicable, the name and designation of a contact person
- A submission, including any associated data.
- The signature of the submitter (or person authorized to sign on behalf of the submitter) and the date (for a written submission).

In addition, Greater Wellington asks the submitter to acknowledge that they have permission to provide the information and have read and understood this Privacy Statement.

We are collecting this information directly from each submitter through:

- Your online submission form provided to us through the *Spoken* database, operated by Kāhu Environmental (agent acting on our behalf)
- Your written submission, which you either:
  - Email to us at [regionalplan@gw.govt.nz](mailto:regionalplan@gw.govt.nz), or
  - Deliver to us at PO Box 11646, Wellington, 6011, ATT: Greater Wellington Hearings Adviser, RPS.

If you do not provide your name, email address or postal address, then we cannot contact you if you wish to make an oral presentation supporting your written submission or to advise you of the results of the consultation process.

If you make an oral presentation, we will document your name and the key elements of your presentation. We will at times throughout the consultation process create summary reports available to the public in addition to your full submission.

## Purposes of collection and use

Greater Wellington will use the personal information that we collect to:

- a Identify your submission and supporting oral presentation (if you make one)
- b Document your oral presentation (if you make one)
- c Use the appropriate consultation process(es) for your submission
- d Consider your views
- e Contact you to:
  - i Clarify any aspect of your submission or oral presentation
  - ii Arrange an oral presentation in support of your submission if you request this
  - iii Advise you of Council's decisions on the proposed Regional Policy Statement Change.

## Using your information

We will only use the information provided to us:

- For the purposes that we collect the information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly-related purpose, or where the law permits or requires this use).

Greater Wellington has contracted [Kāhu Environmental](#) (11 Jellicoe Street, Martinborough) to store all submissions in its *Spoken* database. As Greater Wellington's agent, Kāhu Environmental cannot use or share your information for its own purposes.

## Data storage, security, and accuracy

Greater Wellington has implemented measures to ensure your personal information is kept safe and secure; is protected against loss, and unauthorised use, change, disclosure, or access; is kept accurate, current, complete, and relevant; and is not misleading.

These measures include:

- Collecting your submission directly from you
- Storing online submissions in a database called *Spoken*
- Transferring securely emailed, and scanned copies of written, submissions to *Spoken* and deleting or destroying the original.

- Limiting access to *Spoken* to three staff at Kāhu Environmental, Greater Wellington's Hearings Adviser, and the RPS team in the Environmental Policy department.
- Once the submission period closes, transferring securely all submissions from *Spoken* to a secure folder in Greater Wellington's document management system. Access to this secure folder is limited to Greater Wellington's Hearings Adviser and the RPS team in the Environmental Policy department.
- Saving related email correspondence to this secure folder.

## Sharing your information

### ***Public availability of submissions***

Before the hearing Greater Wellington will make a copy of the submissions (including contact details and disclosures), produce a summary of submissions, and Further Submission available to the public on Greater Wellington's website.

We will also publish our record of any oral presentation made at a hearing.

## Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz)
- If applicable, ask us to correct that information.

Once we have verified your identity, we will provide you with confirmation and access, unless we believe we should withhold the information under the Privacy Act 2020. We will process with your request within 20 working days.

## Correction

### *Timeframes*

If you have already completed a Further submission before 19 December 2022 and wish to make further amendments to the submission, you can email us at [regionalplan@gw.govt.nz](mailto:regionalplan@gw.govt.nz).

Your submission(s) cannot be changed after 19 December 2022, when the consultation period ends.

## Contact us

For further information about this privacy statement and our related information practices, please contact us on [regionalplan@gw.govt.nz](mailto:regionalplan@gw.govt.nz).

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz).

## Complaints

If you feel we have breached your privacy, or there is a privacy matter that we cannot resolve, first make a complaint to our Principal Privacy Officer at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz).

# Regional Policy Statement Plan Change 1 Consultation Information Statement



If you are not satisfied with our response, you can then complain to the Privacy Commissioner at:

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

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

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.