



**Principle 1, Principle 2, Principle 3 and Principle 4** govern the collection of personal information. This includes the reasons why personal information may be collected, where it may be collected from, and how it is collected.

 Having a clearly defined purpose for collecting and holding personal information will make it easier for an agency to respond to its obligations under the other principles of the Act.

 These collection rules do not apply if you receive unsolicited information. However, once you have the information, the same rules for disclosure apply. Information can include what you think as well as what you know.

## Principle 1

### Why are you collecting the information?

Only collect information necessary to the work of your Agency.

## Principle 2

### Who can you collect personal information from?

Generally you should only get information directly from the person concerned, but you can get information from other sources where

- ▶ You have written permission from the person.
- ▶ It is publicly available, e.g. internet search, newspaper etc.

## Principle 3

### What do you tell someone when you want to get their information?

They need to be told: who wants the information, why they want it, who it will be shared with, and if the law requires the information to be supplied.

People need to be made aware they have the right to access any information about them, have it corrected, and the name and address of the agency collecting (or holding) the information.

## Principle 4

### How information is collected.

Collection must be lawful, fair and non-intrusive.

- ▶ **Unlawful**  
Would collection breach another Act?

Examples – Recording a private conversation between others is an offence under the Crimes Act 1961.

Private investigators taking photos of someone is not allowed under the Investigators and Security Guards Act 1974.

- ▶ **Unfair**  
Includes misleading someone as to the reason information is being collected or using threats or coercion to get the information.

Example – A debt collector pretending to be someone else to find out where someone is.

- ▶ **Unreasonably intrusive**  
What is it about this situation that justifies the way information is collected? How would you feel if information about you was collected this way?

Example – Installing a camera in a changing room due to thefts.

A full explanation of the twelve privacy principles can be found here.  
<https://privacy.org.nz/the-privacy-act-and-codes/privacy-principles/>

