# Instructions

## When to use

Government agencies and Fire and Emergency New Zealand are to use this form when:

* a significant emergency has occurred, is occurring or may occur; and
* the other Government agency is requesting information from Fire and Emergency relating to that emergency that might include ‘personal information’ as defined in the Privacy Act 2020.

**Example:** A request from Civil Defence Hawke’s Bay for CAD data (111 call data) in anticipation of a major weather event that may cause significant damage.

### Who completes the form?

* The agency requesting the information completes Parts A to D.
* The relevant Fire and Emergency personnel responding to the request completes Part E.

## Before you begin

Before completing this form, please read the guideline: ‘Requesting information from Fire and Emergency New Zealand in emergencies’.

Note that Fire and Emergency must adhere to Privacy principle 11(1)(f) in [section 22](https://legislation.govt.nz/act/public/2020/0031/latest/LMS23342.html) of the Privacy Act 2020, which states:

An agency that holds personal information must not disclose the information to a person or body or agency unless the agency believes, on reasonable grounds,— ...

(f) that the disclosure of the information is necessary to prevent or lessen a serious threat to—

(i) public health or public safety; or

(ii) the life or health of the individual concerned or another individual

## Submitting a request

Email the completed form to [gis-support@fireandemergency.nz](mailto:gis-support@fireandemergency.nz), attention Chief Data and Analytics Officer.

# Requesting agency to complete

|  |  |
| --- | --- |
| Part A | Requesting agency details |
| Agency name: | Click or tap here to enter text. |
| Contact person: | Click or tap here to enter text. |
| Position/title: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

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| Part B | | Request details |
| 1. **Specific data sets containing personal information requested** | | |
| Please check all that apply: | | |
|  | Computer Aided Dispatch (CAD) data | |
|  | Wide Area Assessment (WAA) data and imagery | |
|  | Rapid Disaster Assessment (RDA) data and imagery | |
|  | Drone captured imagery | |
|  | Hazardous substance location data | |
|  | Other (please specify below) | |
| If you selected ‘Other’ or need to provide more details about your selection, please explain here: | | |
| Click or tap here to enter text. | | |
| 1. **Describe the serious threat, including details about its nature, likelihood, severity and imminence:** | | |
| Click or tap here to enter text. | | |
|  | | |
| 1. **Why is the requested information necessary to prevent or lessen the serious threat?** | | |
| Click or tap here to enter text. | | |
| 1. **Why is it not desirable or practicable to obtain authorisation from the individual concerned?** | | |
| Click or tap here to enter text. | | |
| 1. **How urgent is the request? For urgent threats, clearly state why it is urgent.** | | |
| Click or tap here to enter text. | | |
| 1. **What is the proposed method for secure transfer of information?** | | |
| Click or tap here to enter text. | | |

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| Part C | | Information retention statement | |
| Expected timeframe for which information is required | | | |
| Start date: | | | Click or tap here to enter text. |
| End date/Event: | | | Click or tap here to enter text. |
| I confirm that:   * The information will only be retained for the period necessary to address the stated serious threat. * All copies of the information will be securely destroyed or returned to Fire and Emergency when: | | | |
|  | The serious threat has been addressed | | |
|  | The specified retention period has ended | | |
|  | Fire and Emergency requests the return or destruction of the information | | |
|  | Other (please specify): | | |
| Click or tap here to enter text. | | | |

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| Part D | Declaration | | |
| I confirm that:   * The information provided in this request is accurate and complete. * The requested information is necessary to prevent or lessen a serious threat. * The information will only be used for the purpose of preventing or lessening the stated serious threat. * Appropriate safeguards will be in place to protect the information once received. * Access to the data will be limited to only those who need it * Data will not be shared to any third parties without the approval of Fire and Emergency NZ * Where appropriate, security controls (Eg. encryption, MFA, logging and monitoring) will be in place to secure Fire and Emergency data * In the event of a potential or actual security breach or incident, Fire and Emergency will be notified as soon as practicably possible | | | |
| Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

## Next steps

Email the completed form to [gis-support@fireandemergency.nz](mailto:gis-support@fireandemergency.nz), attention Chief Data and Analytics Officer.

# For Fire and Emergency use only

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Part E | | | Fire and Emergency assessment | | | | |
| Fire and Emergency personnel details | | | | | | | |
| Request assessed by: | | | Click or tap here to enter text. | | | | |
| Position: | | | Chief Data and Analytics Officer or delegate | | | | |
| Date: | | | Click or tap to enter a date. | | | | |
| Assessment | | | | | | | |
| Does the request adequately describe a serious threat? | | | | | | Yes | No |
| Is the disclosure necessary to prevent or lessen the threat? | | | | | | Yes | No |
| Is it impracticable or undesirable to obtain the individual’s authorisation? | | | | | | Yes | No |
| Are there any concerns about the legitimacy or scope of the request?  If yes, please provide details: | | | | | | Yes | No |
| Click or tap here to enter text. | | | | | |  |  |
| Decision | | | | | | | |
|  | Approved | | | | | | |
|  | Partially approved (see notes below) | | | | | | |
|  | Declined | | | | | | |
| Reason for decision: | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Information to be disclosed: | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Method of disclosure: | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Sign-off | | | | | | | |
| Signature: | | Click or tap here to enter text. | | Date: | Click or tap to enter a date. | | |