# 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, 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. |

|  |  |
| --- | --- |
| 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. |

|  |  |
| --- | --- |
| 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, 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. |