

30 November 2015

Brendan Boyle
Chief Executive
Ministry of Social Development
P O Box 1556
WELLINGTON 6140

Dear Mr Boyle

Reporting requirement notice: information sharing agreement for improving public services for vulnerable children (Our Ref: IS/0008)

I am writing to formalise the reporting requirements for the approved information sharing agreement (AISA) for improving public services for vulnerable children. The AISA was signed on 23 June 2015 to support the operation of The Hub, the central point of contact within the Ministry of Social Development (MSD) for receiving and assessing information about concerns relating to vulnerable children.

Part 9A of the Privacy Act 1993 and the Privacy Regulations 1993 set out the details that I can require MSD to report on. The reporting metrics were developed in consultation with the parties to the AISA and are designed to support an assessment of whether the AISA is achieving its objectives as set out in section 4(1) of the agreement.

The notice takes into account the commitment by MSD to perform regular process audits. Those audits will assess the performance of the privacy safeguards in the agreement to provide assurance for matters that I might otherwise have addressed through the formal notice.

As an important transparency measure, this letter and the notice will be published on our website.

The MSD contact person for this matter is Kathryn Norris.

Yours sincerely



John Edwards
Privacy Commissioner

Reporting requirement notice: approved information sharing agreement (AISA)

To: Ministry of Social Development (lead agency)

Under sections 96S(1)(b), 96T and 96U of the Privacy Act 1993, and clause 9 of the Privacy Regulations 1993, the Privacy Commissioner has specified the following reporting in respect of the approved information sharing agreement listed in schedule 2A of the Privacy Act for improving the well-being of vulnerable children.

The Ministry of Social Development will collate the following information annually (for the period between 1 July and 30 June) and report the information in its annual report for that year:

1. Number of referrals made to the Hub
2. Number of individuals whose information is shared under the agreement, or where the number is not known, the best estimate of that number
3. Number of vulnerable children identified¹
4. Number of referrals (by pathway)
 - Emergency services
 - Child, Youth and Family
 - Children's Team
5. Children's Team outcomes
 - Number of children successfully exited with outcomes achieved
6. Qualitative feedback about the effectiveness of information sharing under the agreement, and details of any difficulties experienced (for example, data breach) and how they are being, or have been, overcome
7. Number of complaints received about an alleged interference with privacy under the agreement and the disposition of those complaints
8. Where an audit or other assurance process has been undertaken, commentary on the adequacy of security measures and other safeguards
9. Number of reported instances of improper access to/use of information by Hub worker

¹ 'Vulnerable Children' is defined as any child that does not result in a 'no further action' by The Hub.

10. Details of any amendments made to the agreement since the Order in Council came into force (if the first report), or since the last report prepared (if the report is not the first report prepared).



.....
John Edwards
Privacy Commissioner

Dated..... 27/11/15