Plumbers,
Gasfitters and
Drainlayers Board

Guidance for practitioners - keeping your health information safe

The Plumbers, Gasfitters, and Drainlayers Act 2006 (**Act**) gives us the legal authority to collect, maintain, and use personal information. This guidance sets out how we will keep your information, and particularly your health information, safe.

We are subject to the Privacy Act 2020

We are an agency under the Privacy Act. This means we will store and handle your health information in accordance with our obligations and responsibilities under the Privacy Act.

We will collect your health information for a lawful purpose

We will only collect health information from you where it is necessary for us to carry out our lawful functions under the Plumbers, Gasfitters, and Drainlayers Act 2006 (**Act**)s.

Under the Act, we must be satisfied that any person seeking to be registered, issued with a practising licence, or having their practising licence renewed is a fit and proper person. We may need to collect health information from you to assess whether you are a fit and proper person for one of these purposes.

We will collect health information directly from you, unless you authorise us to collect it from another source such as your General Practitioner or another medical specialist. We will always ask for your consent to collect information from another source or we may ask you to supply a letter from a medical specialist yourself.

We will store your health information securely

We will ensure that your health information is protected by sufficient security safeguards against:

- loss;
- unauthorised access, use or modification of your health information that is not authorised by us.

Your health information will only be accessible by appropriate Board staff who will need to see it to carry out their roles

We will ensure when your health information is securely destroyed when it is no longer required.

You have a right to access and request correction of your health information

You are entitled to request access to any personal information, including any health information, the Board holds about you.

You are also entitled to request that any errors in your personal information are corrected.

We will not disclose your health information to any other party

We will not disclose your health information to any other party unless you have authorised us to do so or we are required to do so for any legal reasons.