

Information disclosure and privacy statement

This statement applies for the purposes of the SafePlus Tool.

Information collection and purpose specification

As a business administrator, your use of the SafePlus Tool requires the voluntary disclosure of information about your business. It also requires you to input information identifying the individuals who may be invited to be respondents.

Business data and personal information collected by the SafePlus tool will be stored by the third party engaged by WorkSafe to host the tool, in accordance with government information security and privacy requirements.

WorkSafe will have access to, and may use or share, that data but only in aggregated and anonymised form for the purpose of improving health and safety outcomes for business.

Except where required by law, your own business data and any personal information you provide will not otherwise be disclosed to WorkSafe or any other organisation (including other government institutions and authorities).

The third party host will have access to all business data and personal information for purposes of maintaining and storing the data and performing associated help desk functions.

Automatic collection of information

The SafePlus tool uses cookies and tokens to improve user experience and make other improvements to the tool, and to manage access to and monitor use of the tool. If you visit this website to read or download information, the tool collects and stores the following data:

- Your service address (IP address);
- The date and time of your visit to the site;
- The pages you accessed and the documents you downloaded;
- The type of browser you used.

The data collected is used to create summary statistics which allow WorkSafe to monitor system performance and help us improve the experience for our visitors.

Confidentiality/Security

All data collected by the SafePlus Tool will be stored securely in an environment that meets security and privacy standards set by the Ministry of Business, Innovation, and Employment. The third party host is required to implement and maintain security policies, rules and technical measures to protect the personal data that it has under its control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss.

All employees and data processors engaged by the third party host, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of SafePlus Tool users' personal data.

Access to personal data

The business administrator of the tool can, on behalf of an individual whose information has been collected by the tool, request the third party host to provide all personal data that it may hold and make any changes requested.

Your information and the Official Information Act (OIA)

You should be aware that information you submit may be subject to an OIA request, and could be supplied to a requestor, with the redaction of any commercially sensitive details, or other details inappropriate for release, as guided by the Act. Official information means any information WorkSafe has created or holds, or which is held on our behalf by another person or organisation, and includes information submitted for the purposes of the SafePlus Tool.

The purpose of the Official Information Act (OIA) is to:

- make official information more freely available
- provide for proper access by each person to official information relating to that person
- protect official information to the extent consistent with the public interest and the preservation of personal privacy
- establish procedures for the achievement of those purposes.

Find out more about [making a request for information under the Official Information Act](#)