**TEMPLATE EMAIL FOR DISCLOSURE OF PERSONAL INFORMATION OFFSHORE**

*This template email can be used or adapted for trusted partners, where minimal personal information is shared and risk of privacy issues arising are low.*

Dear XXX

New Zealand’s Privacy Act 2020, effective from 1 December 2020, provides for additional requirements around the disclosure of personal information overseas. In order for us to [share/continue to share] such information with you as an overseas associate, we need to ensure that you are required to protect the information in a way that, overall, provides comparable to safeguards to those in New Zealand.

Given the nature of the information I share with you, being [Insert details], I thought I should briefly summarise the expectations under the Act and seek your agreement to these (fuller detail on the [New Zealand Privacy Act Privacy Principles](http://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23342.html?search=ts_act%40bill%40regulation%40deemedreg_privacy+act_resel_25_a&p=1) is available online).

Effectively, as regards the personal information about others that I share with you, I seek your agreement that you will:

* only access and use the information for the purpose for which it is provided
* not disclose the information to anyone else
* ensure the information is securely stored and protected against loss, unauthorised access, disclosure, modification or other misuse
* dispose of the information once it is no longer required to be kept for the purposes for which it was originally held
* allow for access to, and correction of, personal information by the individual whose personal information is disclosed
* advise the University of Otago as soon as possible if there is a potential privacy breach (e.g. unauthorised access or disclosure) or if the information is disclosed to any third party, and co-operate with us in managing this.

Apologies for this additional requirement to allow us to continue our work together without any obstruction. If you are able to confirm your agreement to the points above, via reply to this email, I would be grateful.

Thank you.