

Authorised Access to Certain Names and Addresses held on the Motor Vehicle Register

Person: Rondine Mumby of GR Security

Purpose:

To obtain the name and address of the registered person of a motor vehicle where that vehicle appears to be on land without permission from the land's owner or legal occupier, and Rondine Mumby or the business trading as GR Security, are providing security services for the land owner or occupier. The name and address may only be used, for the purpose of:

- sending written correspondence to that person's address regarding the unauthorised access onto the land (includes sending a trespass notice); or
- provide the relevant details to the Police; or
- to initiate proceedings in a Court or the Disputes Tribunal.

Term: The authorisation is valid for a period of 5 years commencing 12 November 2021 and ending at midnight on 11 November 2026.

Conditions

The authorisation is subject to the following conditions:

Definitions

authorised access means access or use of information that has been authorised under the terms of this notice

unauthorised access means access or use of information that is not authorised access

Waka Kotahi means the New Zealand Transport Agency

User means Rondine Mumby

Conditions

General

1. The User must only access information for the specified Purpose.
2. Information must only be accessed by the User on its own behalf.
3. Information obtained under this authorisation shall not be disclosed to any third party unless such disclosure is necessary to achieve a specified purpose.

Notifying relevant person that their information was accessed

4. The User must notify every person of which they have accessed their person information from the motor vehicle register that:
 - a. The User obtained their information from the motor vehicle register; and
 - b. The relevant gazette notice under which the User had the authority to do this; and
 - c. What the information was used for; and
 - d. The person can notify the Registrar that they do not wish to have their names and addresses made available under an authorisation.
5. A notification made under clause 4 must be made in writing and a copy of the notification must be kept on record in accordance with clauses 14.

Security systems

6. The User must have their own individual username and password to access the motor vehicle register and must not share this information with any other person.
7. The User must have adequate systems and policies in place that prevent unauthorised access from occurring, including to:
 - a. provide security of information technology and data against unauthorised access; and
 - b. ensure the User has completed training that complies with clauses 10 and 11; and

- c. ensure information accessed from the motor vehicle register is limited to information needed to achieve the specific purpose for which the information is accessed; and
- d. ensure information is retained no longer than is necessary for the specific purpose for which information is accessed; and
- e. assist the User to identify unauthorised access, or suspected unauthorised access.

Privacy breaches

- 8. If the User suspects that unauthorised access has occurred (including by any other person, whether or not acting within the authority of the User), the User must notify Waka Kotahi as soon as practicable but no later than 7 days, after forming a suspicion.
- 9. If the User finds that unauthorised access has occurred, the User must immediately notify Waka Kotahi. If the unauthorised access is likely to have caused serious harm to any person, then the User must notify both Waka Kotahi and the Privacy Commissioner.

Training

- 10. The User must not access the motor vehicle register unless they have completed training, in accessing information in accordance with section 241 and the terms of this notice, or have otherwise made sure they fully understand all relevant legal requirements, including:
 - a. when the User can access information under section 241; and
 - b. how to ensure record keeping requirements are met; and
 - c. how to ensure information that is obtained from the motor vehicle register is protected; and
 - d. when and how to safely destroy information that was obtained from the motor vehicle register; and
 - e. Obligations under the Privacy Act 2020 and information privacy principles, including as set out in learning modules and information made available by the Office of the Privacy Commissioner.
- 11. The User must complete a refresher training course every 6 to 12 months after the date that they last completed the training course.

Record keeping and auditing

- 12. The User must keep a record of every time the motor vehicle register is accessed.
- 13. The record must be kept for a period of at least 18 months from the date of access.
- 14. The record must include:
 - a. the date the motor vehicle register was accessed; and
 - b. the relevant plate number for the information accessed; and
 - c. the reason the User accessed the information, including an explanation and supporting material establishing that the specific circumstances fell within the specified purpose; and
 - d. A copy of a notification made under clauses 4 and 5.
- 15. It is not necessary to keep names and addresses obtained from the register as part of the record. Names and addresses should not be kept longer than is necessary to achieve the specified purpose.
- 16. Records must be made available to Waka Kotahi on request, as soon as practicable but no later than:
 - a. 7 days after the date of the request – if the request is in relation to an incident or suspected incident; or
 - b. 10 working days – if the request is for monitoring or auditing purposes.
- 17. The User must also provide such information as Waka Kotahi reasonably considers relevant to determining whether and how the User complies with these conditions.

Reporting

- 18. Every 12 months the User must provide Waka Kotahi with a report, in a form set by Waka Kotahi, containing:
 - a. conformation that clauses 10 to 14 have been complied with; and
 - b. a record of training that has taken place in accordance with the requirements in clauses 10 and 11 over the last 12 month reporting period; and
 - c. all actions taken in relation to all instances, or suspected instances, of unauthorised access over the last 12 month reporting period.

Fees

19. The User must pay the applicable fees for accessing the motor vehicle register.

Other

20. If the User or any other person (whether or not acting within the authority of the User) breach any conditions, then Waka Kotahi may immediately suspend or cancel the User's access to personal information on the motor vehicle register (under section 241(6) or (2)).

21. Nothing in this notice affects the User's obligations under the Privacy Act 2020.