WAKA KOTAHI
NZ TRANSPORT
AGENCY

PRIVACY,
IT'S IN YOUR
HANDS

Privacy Threshold Assessment

Transmission Gully ITS Implementation

13 December 2023

Prepared by: s 9(2)(a)

Project Manager: s 9(2)(a)

TG PPP Business Owner: John Humphrey (WGP Chief Executive)

NZ Transport Agency Business Owner: Andrew Gard (TG PPP Project Director)

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Date for project completion: N/A

Version: 1.6.2

Template guidance

Purpose of this assessment

A Privacy Threshold Assessment (PTA) is a practical tool to help project teams to avoid unnecessary privacy risks to individuals.

The purpose of this document is:

- to show personal information will be collected kept, used, and disclosed and how that information will be protected
- to identify any genuine risks to privacy and note how serious those risks are
- to identify how those risks can be mitigated, for example by making choices about design or implementation.
- to help determine whether a more comprehensive assessment – a Privacy Impact Assessment (PIA) is necessary.

When to do the assessment

Do this assessment as soon as the project mandate is approved (so you are reasonably certain how the project intends to handle personal information). Make sure you leave as much time as possible so that:

- the Privacy Team can review the assessment and ask further questions
- you can use the assessment to make decisions on design and implementation
- there's time to do a full PIA if you need to, and to implement its recommendations.

What information to include in this document

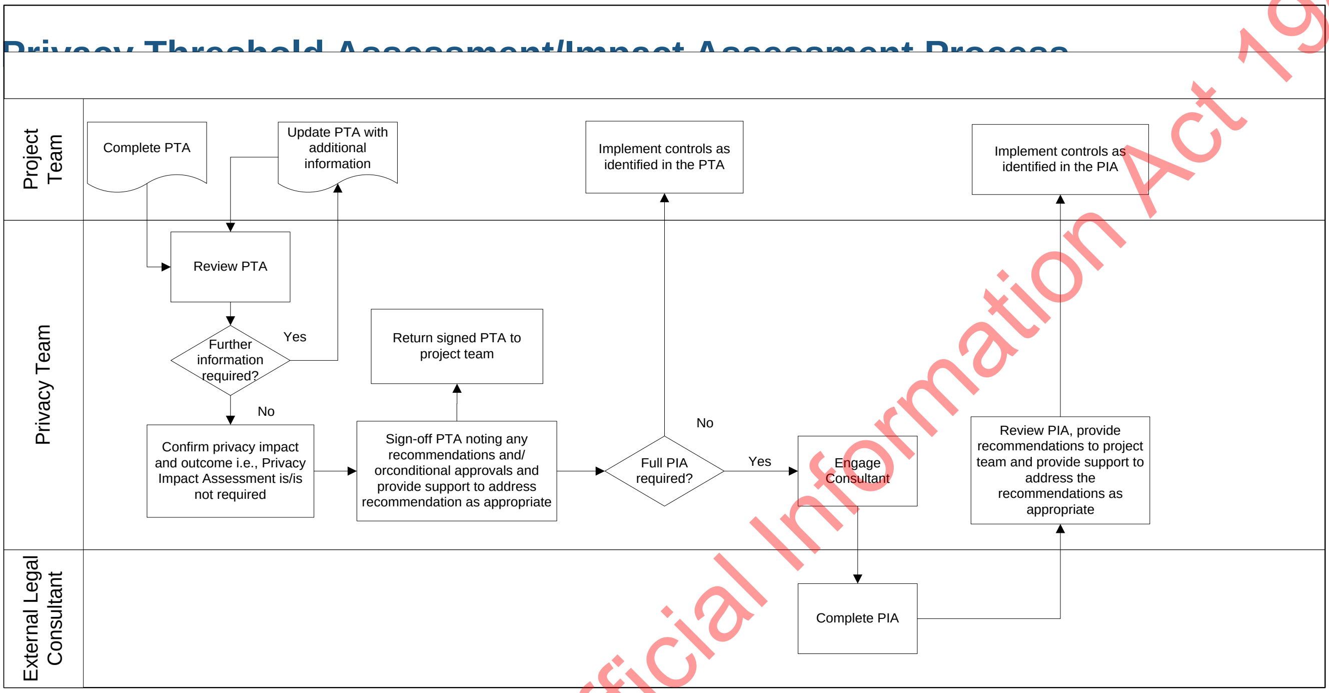
Please ensure that you provide sufficient information to help the Privacy Team understand what the impact is, if any, to the personal information that will be involved in this project. It is important that the PTA considers the entire lifecycle of the personal information throughout the project, so even if only part of that lifecycle is changing, it is still important to describe how personal information is managed throughout its lifecycle.

Please also avoid using jargon and acronyms and keep in mind that this PTA may be the first introduction the Privacy team has to your project and may not have the technical background or knowledge as project staff.

About this document

- The PTA, once completed and signed, becomes a project artefact and provides assurance that the privacy impact has been assessed and, where deemed necessary, is the trigger for a full Privacy Impact Assessment.
- This template uses the word 'project' to encompass any type of proposed undertaking – it could be a project, process, system, legislation, programme, service, database, application, initiative, policy or procedure. The project need not be new; it might be a proposal to subtly change an existing system or process, which might lead to new ways of handling personal information, or new data-sharing. Nor does the project need to be large; the size or budget for a project is not a useful indicator of its likely impact on privacy.
- When you've completed the PTA send it to the Privacy Team at privacy@nzta.govt.nz as soon as it is complete and make any adjustments based on their feedback before getting sign-off.

- Use it as a working document to check you're implementing recommendations that Waka Kotahi accepts.
- Keep it handy and review it at gateway points in the project. If there are changes to the project that involve personal information, do a fresh assessment (limited to those changes) to check whether they create additional risks.
- Store it accessibly on InfoHub as a record of the project's thinking on personal information, and the reasons for decisions. It could also be useful to others with similar projects in future.


Privacy Threshold Assessment/Impact Assessment Process
Project Team
Privacy Team
External Legal Consultant
Complete PTA
Update PTA with additional information
Implement controls as identified in the PTA
Implement controls as identified in the PIA
Review PTA
Further information required?
Yes
No
Return signed PTA to project team
Confirm privacy impact and outcome i.e., Privacy Impact Assessment is/is not required
Sign-off PTA noting any recommendations and/ orconditional approvals and provide support to address recommendation as appropriate
Full PIA required?
No
Yes
Engage Consultant
Review PIA, provide recommendations to project team and provide support to address the recommendations as appropriate
Complete PIA

Project summary

1.1 Brief description of the project

1.1.2 Describe existing system/business processes and main changes that are proposed. Please include:

- how personal information is currently collected, stored, used, and disclosed, and for what purpose
- what will change with this proposal
- which individuals might be affected and how.

Overview of Parties and Purpose

The Transmission Gully (TG) ITS recorded data will be managed by Ventia on behalf of Wellington Gateway Partnership (WGP) as part of a Private Public Partnership. WTOC are sub-contracted by Ventia to provide the operational personnel who will be dealing with the initial recording of the majority of the PII data.

CPBHEB (the Builder) is involved in the design and building the system of additional IT assets at the roadside and the collection and transmission of possible PII data which is stored either in an on-premises data base (CCTV video footage) or in an s 9(2)(b)(ii) cloud database. Transmitted data is either within the TG private ITS network or passing through the NZ Transport Agency (NZTA) network. Some weather data is also accessed externally through existing NZTA processes via internet from the MetService. The Builder will be initiating new incident data collection systems and integrating these into current business processes within NZTA's operational environment and network or initially using standalone systems within the TG environment, and then integrating into the NZTA South of Taupo ATMS system.

Any information collected is low level and is in line with current NZTA data processes. It will not significantly change the personal information that NZTA sources or currently records or holds. The information is used to provide reporting and assurance to NZTA that Ventia on behalf of WGP is meeting their KPI's. The data is required to be collected and stored under the PPP Contract.

The PII data being collected primarily revolves around being able to report on incidents, monitor on-going delivery of the project benefits, and where appropriate seek reparation from those involved in an incident that results in asset damage. From time-to-time, NZ Police may request data for evidential or coronial purposes.

General data handling

There are two main data types being collected that have a possible component of PII data; incident and performance

Incident information is collected and recorded either automatically through TG roadside end devices or entered manually by an operator. The end devices will present the information to the operator in s 9(2)(b)(ii) by process this information is recorded in the s 9(2)(b)(ii) database and transferred in near real time to an s 9(2)(b)(ii) Cloud Modern Data Platform (MDP). The key devices for gathering the information is CCTV and ANPR cameras. The operator will record details of an incident as they see it and/or as advised by an Incident Responder through interaction on-site. All operator derived data is recorded in the s 9(2)(b)(ii) Incident Management System (IMS) and is stored as noted above. This can include vehicle registration numbers, driver details, operator name, TTM operative details etc.

Performance data is collected by the QVS system. The key component of this is the ANPR system which is collecting and matching registrations to vehicle information from the Motor Vehicle Register (MVR) to provide an end-to-end journey time for the KPI's.

Data is only disclosed to parties within the PPP contract, namely NZTA, WGP and internally within Ventia for the purpose of reporting for contract performance (KPI) purposes. The intention is for the data to be held in the modern data platform and the above parties to view the data within this system. This way access to the data can be controlled through passwords and user level settings. The ability to access PII data from the modern data platform will be restricted to minimise the ability for PII data to released. Performance data will be not include personal information.

Changes with this proposal

Additional Pan Tilt & Zoom (PTZ) cameras are integrated into NZTA's FLIR system.

- additional storage capacity for video footage will be provided, footage will be stored for 90 days, which equates to a Contract Quarter, in case any of the contract parties request additional evidence to support a claim.
- Privacy zones are to be set up within the ITS solution, so that the Operatioins & Maintenance (O&M) supervisors can ensure personal privacy is managed appropriately.
- WTOC and Ventia SOP's will be used to manage how staff operate the system and manage PII information.

NZTA has access to fixed TG web cameras to display on our public facing web page. NZTA have sole control of the images being displayed. The operators have the ability to stop displaying images in the event of a crash or other disturbing incidents.

An ANPR system records images of number plates will be processed within the cameras on the roadside and the number plate extracted, time-stamped and hashed before the image is disposed of, before the record is stored in the modern data platform.

IMS system is used to record the TG data being collected will initially be new for WTOC operators, who may be required to participate in Transmission Gully performance reporting activities in an operational capacity. However it is similar to the NZTA system NEIMS which WTOC currently use to record incident details.

Individuals affected.

The data collected will be low level and available in various locations publicly. The following is a list of the categories of people whose data will be held on file.

- TTM operatives (name, mobile and STMS qualification)
- TOC Operators including Duty Managers (name)
- Public involved in a crash or incident associated with TG (general contact details, driver license details, and any associated vehicle details)

1.1.2 Describe the purpose of the change, including any projected benefits to Waka Kotahi or to the individuals affected. If the change is needed because of a change to legislation, please specify this and note the relevant legislative instrument that will introduce the change.

The change is a result of the TG performance regime requirements and need to capture data to comply with KPI's under a PPP in respect to the operation of a new motorway using its associated ITS assets.

1.1.3 Identify the main stakeholders or entities involved, and their role in the project

STAKEHOLDER	ROLE
CPB HEB JV	Design and Build contractor for TG. Responsible for the design, build and commissioning of the ITS assets.
Ventia	Operations and Maintenance Contractor for Transmission Gully, KPI Reporting Agent, Data User, Data Storer.
NZTA	Data Owner, Performance Regulator, Data Receiver

WGP	Data Owner, Performance Regulator, Data Receiver

1.1.4 How significant are these changes:

☒ **Low** – minor change to existing functions/activities

☐ **Moderate** – substantial change to existing functions/activities or a new initiative

☐ **High** – major overhaul of existing functions/activities, or a new initiative that's significantly different

1.1.5 Have any privacy assessments already been done during this project?

☐ Yes

☒ No

1.1.6 Please provide links to any reference or project documents that explain in more detail what is proposed and why. If a Privacy Threshold Assessment or Privacy Impact Assessment has been completed, please include a link.

NAME OF DOCUMENT	LINK
ICT Implementation Plan	Available via Incite – Contact Peter Ward
FLIR Latitude Privacy Impact Assessment	Out of Scope

Personal information handling

2.1 Type and purpose of information

In the table below list all the information involved in your project. Click here to see what information is considered as personal information and examples of personal information held by Waka Kotahi.

TYPE OF INFORMATION	SOURCE OF INFORMATION	PURPOSE OF INFORMATION FOR THE PROJECT	PERSONAL INFORMATION YES/NO
Video Footage	Roadside Cameras/FLIR system	Cameras are used for monitoring of the alignment by Operators in order to detect incidents (debris, pedestrians, inverse vehicles etc). The footage may be requested by the NZ police for prosecution purposes. By the Coroner to investigate a fatality, as well as by Ventia to support financial claims.	Yes from time-to-time
Images of Vehicle Registrations	ANPR System	Vehicle number plates and motor vehicle registration data will be used to time vehicles transiting the alignment. Number plate images will be processed at source (within the camera) to extract the registration number and the image discarded. The ANPR camera's will be suitably configured to focus on the number	Yes but hashed (in respect to a recognised rego). Yes

TYPE OF INFORMATION	SOURCE OF INFORMATION	PURPOSE OF INFORMATION FOR THE PROJECT	PERSONAL INFORMATION YES/NO
		plate and not capture images of the vehicle's occupants. The registration value will be hashed, the original value will not be included in the exported data (which will be exported to the external data warehouse). Where a registration is unable to be gained the image may be stored for human intervention, required by NZTA as part of the KPI process.	Image where a valid rego has been unable to be recognised
Motorway Controller / Duty Manager Name	IMS – Modern Data Platform	The Operator and Duty Manager Identity will be logged as part of incident creation and passed through to the external data warehouse as part of incident reporting. The operative identity is important for Ventia to be able to follow up for any additional information that may be missing from the incident.	Yes
Crash / Incident Driver Details	s 9(2)(b)(ii) IMS – Modern Data Platform	Full name and contact details, drivers licence number, country of issue, gender, rego vehicle make & model. To follow up with crash report as PPP per contract duties as an RCA and reparation.	Yes
Record of vehicle registration following incident	s 9(2)(b)(ii) IMS – Modern Data Platform	Held for incident reporting including crash reports and identification of vehicles who have 'hit and run' damaging TG or private assets.	Yes
Record of TTM STMS Name, qualification No., Company and Phone number	s 9(2)(b)(ii) IMS – Modern Data Platform	Recorded to keep track of STMS suitability to operate safely on the network, required for performance review. Required to enable the operator to make contact in event of an emergency.	Yes

2.2 Level of personal information handling

Please indicate to what extent personal information is involved in your project.

☒ **Low** – minimal personal information will be handled.

☐ **Moderate** – a moderate amount of personal information (or information that could become personal information) will be handled.

☐ **High** – A significant amount of personal information or information that could become personal information will be handled.

☐ **Reduced** – Less personal information will be handled than at present.

2.3 Alignment with the SSC model standards for information gathering

The State Services Commission has created model standards that provide a set of expectations in relation to information that is collected for regulatory compliance, law enforcement and security functions. There are also Waka Kotahi business rules that apply to activities within scope of the standards. The business rules are here and more information about the Standards can be found on OnRamp here. If you are unsure whether the Standards apply, please talk to your colleagues and managers. If you are still unsure, then contact a member of the Legal Team.

2.3.1 Are the changes proposed in this Privacy Threshold Assessment within the scope of these standards?

☐ Yes

☒ No

2.3.2 If yes, do the proposed changes comply with the model standards?

☐ Yes

☐ No

3 Privacy impacts

3.1 Collection

The following questions help us assess the purpose and necessity for collecting personal information and to ensure that we are open and transparent about its collection.

3.1.1 Is this a new collection of personal information, i.e., are we intending to collect personal information that we've not collected previously?

No. All the PII data formats being collected have previously or are currently being collected by NZTA, the only change is who is collecting the data, who has control of the data, and the processes being followed in its recording, transfer, data storage and transformation.

3.1.2 Can you achieve the purpose of this new or change initiative either without collecting personal information or collecting less identifiable information? For example, if you need to know the age of the people you're collecting the information from, could you collect the age range (e.g., 20-30 years) rather than their actual date of birth? If not please describe, why not

No. The data being collected is the minimum level of data. It is required to identify an individual in the event of an incident to permit prosecution by the Police, or to facilitate a financial claim following asset damage.

The data for journey time KPI measurement is discreet and hashed at source and is not used for individual identification. However, when a vehicle number plate is not detected, the image of the number plate, the location of the vehicle and the time are all recorded, which may be deemed to be PII. The requirement set by the KPI requires a high degree of accuracy which can only be achieved through ANPR.

3.1.3 Can people opt-out of providing their information or can they provide it anonymously? If not, please describe why not.

Yes. Where the personal information is collected as part of an incident response, the driver has the option to decline providing the information. Where the information is gathered automatically it is from information which is on public display externally on their vehicle i.e. the number plate.

3.1.4 Please describe whether there has been any consultation with the people from whom this information is to be collected with respect to the purpose and use of their information. If there has been no consultation, please describe why not. For example, it may not be reasonably practical to do so, or the information might be collected under the law that requires its collection.

No. It is not reasonably practical to do so. Legally people are required by law to display a registration number on their vehicle. The intention is to match a vehicle travelling along the alignment to achieve a journey time, there is no intention to identify the owner or driver of a vehicle. Where driver PII information is collected, the reason for the collection will be made known to the driver at the time of the incident. Where the NZ Police attend, the incident response operator will obtain the Police Incident Number rather than the PII information.

3.1.5 Are you collecting information from children or young people? If yes, please describe the age of the individuals and whether parental consent has been obtained or not.

No.

3.1.6 Is the information being collected directly from the individuals concerned? If not, please indicate the source of the information and why it's necessary to collect it from that source.

Information is taken visually from images or by sighting the number plate. The vast majority of information collected will be from ANPR images. It is necessary to be collect in this way to enable automation of collection and matching of qualifying vehicles for tracking their passage on the alignment (specifically whether they transit the entire alignment or not).

Some data may be collected on the roadside by Ventia incident responder on a tablet and passed via the Ventia O&M SharePoint incident management application to the operator to enter the data capture system.

3.1.7 How are individuals made aware that their personal information is being collected? For example, are they required to agree to terms and conditions, or is there are privacy statement given to them on an application form etc?

Individuals won't be made aware that their personal information, (in the form of a vehicle registration number), is being collected, however, if more intrusive data is collected it will be through direct questioning and they will be aware. Data will not be disclosed unless requested through appropriate channels.

3.1.8 How is the information being collected e.g., online service, website analytics, call recording, paper document, CCTV, location services?

CCTV using ANPR technology and by physical sighting of vehicles. On roadside directly through questioning the recipient following an incident, and directly in the event of TTM operative details, as they undertake their normal roles and responsibilities.

3.2 Storage, security and retention

The following questions help us assess whether the security safeguards in place to protect the information from unauthorised access, use, disclosure or modification are reasonable in the circumstances.

3.2.1 In what systems or databases will the information be stored?

In the event of an incident the operator will record directly the vehicle registration number and other details in the s 9(2)(b)(ii) IMS, this data will be transferred to the Transmission Gully Data Warehouse. For KPI journey time measurement the ANPR system will use OCR embedded in the camera to recognise the vehicle registration and store it hashed in the QVS on prem data base. Any visually captured data where the vehicle characteristics were unable to be recognised by OCR will be stored as a picture file in the QVS.

3.2.2 Who will be entitled to access and use the personal information?

WTOC, NZTA, WGP and Ventia staff will be able to access the information. Access will be via password and user level controls.

CPBHEB developer and design staff will have access to sample data initially to enable the design, testing and commissioning of the system. At final commissioning the system will be cleansed and live data will be passed through. Once commissioned the system will be handed over to Ventia and CPBHEB access will be removed

3.2.3 Are there any controls or systems in place to protect the personal information against the unauthorised access, use, disclosure, modification or other misuse whether in transit or when the information is stored and used?

The data will be encrypted when in transit and stored. All TG project systems are access controlled, and user-based permissions will be in place to ensure that no-one who doesn't have a need to access personally identifiable information can do so.

3.2.4 How long will the personal information be retained for?

Incident data will be retained for up to a maximum of 25 years and passed to NZTA as part of the project records. KPI data will be retained to support a quarterly claim. A claim period is 90 days. The incident data will need to be available until the claim has been settled.

3.2.5 How will the personal information be disposed of when it reaches the end of its retention period?

All data will be stored electronically, the data will be written over at end of life. Images of registration plates captured by ANPR will be automatically deleted based on a configurable time frame yet to be determined.

3.3 Use of third parties

The following questions help us assess what access third parties might have to the personal information, for what purpose, whether this is appropriate and what information security controls should be used.

3.3.1 Is a third-party provider being used to store and process personal information for Waka Kotahi? If yes, please state the name of the third party and what services they are providing.

Yes – Ventia will be responsible for the recording, storage, transforming and reporting of incident information. They provide the PPP operations and maintenance services for Transmission Gully. The data will be stored either on NZTA on-premises servers, or in a secure s 9(2)(b)(ii) cloud database.

3.3.2 Is the third party located outside of New Zealand and if so, will the personal information be stored or processed outside of New Zealand? If yes, please specify in which country.

Ventia are headquartered outside of NZ (Australia), but the TG project PII information will be held on on-premises servers in the TGTOC and or in the s 9(2)(b)(ii) Cloud, using data centres expected to be in Australia and once available NZ.

3.3.3 Has the third party been given permission by Waka Kotahi (for example, in the terms of use or the agreement with the third party) to access or use personal information that is collected or processed for this project for its own purposes?

No, the PPP agreement does not permit the use of personal information that has been collected or processed for its own use.

3.3.4 Does the contract require the third party to notify Waka Kotahi if there is a data breach (loss of personal information, or unauthorised disclosure of, or access to, personal information – whether accidental or deliberate)?

Yes, the PPP agreement requires to the extent required under the applicable legislation to report if there is a personal information breach.

3.3.5 Has Waka Kotahi conducted a privacy risk assessment on this third party before?

It is unknown if a privacy risk assessment has been conducted on Ventia, however no PII should be stored on Ventia's corporate servers or the cloud. It is highly likely that a Privacy Risk Assessment will have been undertaken on s 9(2)(b)(ii) data storage services.

3.3.6 Have other government agencies already produced a Privacy Impact Assessment on this third party, and if so, can Waka Kotahi access some or all of that information?

Unknown

3.4 Access and Correction

Individuals have strong rights to request access to, and correction of the information we hold about them. The following questions help us assess whether information can be readily retrieved and corrected if necessary.

3.4.1 Is the information verified for accuracy either at collection or before being used? If yes, how?

The ANPR system should achieve around 98% accuracy in matching images with valid MVR registration numbers. Depending on full or partial deployment any unmatched vehicle registrations under full deployment could be reviewed, but under normal operations once a qualifying journey (data point) has been confirmed the images and any PII data will be overwritten. For incident data the operator will input data from either an onsite agent or following video review.

3.4.2 Can the personal information be modified if it needs to be corrected?

The system video captures number plates and optical character recognition analytics read the image, the registration is not linked to any personal information such as owner or driver. Where there is not a data match, any manual entry could be entered incorrectly but would not be detected and no PII would be recorded or stored. For incident data held in the modern data platform the data will be able to be amended as necessary, with meta data around who made the changes and when.

3.4.3 How are users of the personal information notified of any corrections or updates?

The users of the data would be advised by the private person, the NZ Police, or by the users themselves.

3.4.4 If an individual requests access to their information can it be readily retrieved and what process do they use to request access?

Personal data held by the TG project in the s 9(2)(b)(ii) IMS, s 9(2)(b)(ii) modern data platform will be searchable by name, driver license number or vehicle registration number plate, and able to be printed out and supplied to the individual. This would require a direct request to either WTOC, NZ Waka Kotahi TG project, WGP or Ventia

3.5 Use and Disclosure

The following questions help us assess that the proposed use/disclosure of the information is aligned to the purpose for which it's being collected, or if not, there is an acceptable exception in the Privacy Act that allows it.

3.5.1 Will the information be disclosed outside of Waka Kotahi or are you creating or changing any information sharing arrangements with any other organisations? If yes, please provide detail of what information is to be disclosed/shared, with whom, for what purpose and in what format.

The information will be collected, stored, and disclosed outside of Waka Kotahi. Registration data may be shared by Ventia when they request that the Police follow up with drivers who have caused damage to Transmission Gully assets.

3.5.2 Are you intending to use information that has already been collected and held by Waka Kotahi? If yes, please explain the original purpose for which the information has been collected.[1]

Yes, the intention is to access the Motor Vehicle Register for vehicle data to be able to classify the vehicle using TG. No ownership, private, or individual details are being requested.

[1] To confirm the original purpose of collection check what purpose was stated in privacy statements given to individuals at the time the information was collected.

3.5.3 Will this involve the integration of previously separate datasets inside Waka Kotahi (e.g., the Motor Vehicle Register, Driver Licence Register, or Road User Charges information)? If yes, please describe which datasets are involved.

MVR – data sets are vehicle registration number, vehicle class, vehicle type, gross vehicle mass, axle count, axle configuration (spacing), and chassis length.

3.6 Unique identifiers

The questions below help us assess that unique identifiers are assigned only when necessary and that they are appropriately protected.

3.6.1 Are you using any unique identifiers? If yes, please describe what the unique identifier is and how it will be used in this project.

Number plate data from the ANPR will be hashed, with only unmatched plates being reviewed and manually entered into the modern data platform to create a qualifying journey and data point. The data will be held for at least 90 days or until any related claim has been resolved. This requirement is only to satisfy NZTA KPI accuracy and completeness requirements.

Drivers Licence numbers will be collected kirbside following an incident, these will be used to facilitate insurance claims for damaged assets.

3.6.2 If you are using unique identifiers, please describe what controls will be put in place to protect those from misuse e.g., if they are to be printed on correspondence, will they be truncated?

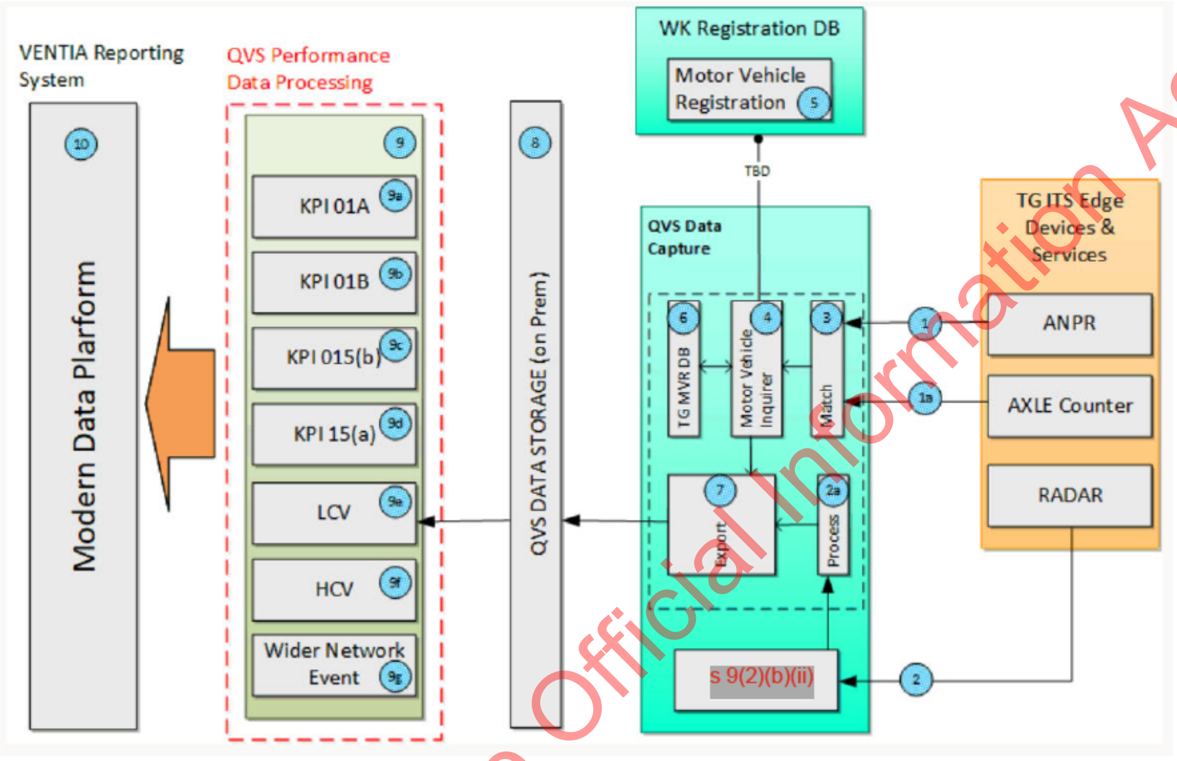
The hash codes will not be readily visible and may be subject to time coding (although this detail is to be determined in detail design)

4 Data flows

4.1 Diagrams

Please insert or attach diagrams that show how personal information flows through the various systems and processes. If possible, please include “Before” and “After” information flow diagrams, focusing on what happens with personal information.

Traffic performance system Qualifying Vehicle System (QVS) general diagram



1 ANPR Collect vehicle registration at start and end of alignment

1a Axle counter data to identify towing vehicles

2 Radar detect vehicle and data passes through Tracker servers and Clearway

2a s 9(2)(b)(ii) calculates volume, speed and classification

3 Vehicles entering and exiting the network are matched and journey time calculated for each vehicle journey

4 Vehicles are checked to see if their details are already on record, if so are a qualifying vehicle and additional data is associated as necessary from the TG MVR such as Light Commercial Vehicle (LCV), Heavy Commercial Vehicle (HCV), length, axle etc. Any vehicles not currently in the TG MVR to be queried in the NZTA MVR and the data associated to the vehicle and the TG MVR updated as necessary

5 NZTA MVR

6 TG MVR database

7 Data for each vehicle is sent to the QVS Data Storage, including additional data specific for calculating KPI ‘s from the s 9(2)(b)(ii) system

8 QVS On Prem storage Vehicle observations are supplied to the QVS data Storage, tagged as appropriate to identify HCV, LCV, Vehicle Journey,

Qualifying Vehicle.

9 Data processing within the QVS system as necessary to calculate the required data for the KPI reporting as necessary

9a Journey time and density for flow diagram

9b Journey time for reliability calculation

9c Vehicle Average Annual Daily Traffic (AADT) data including all TMS data

9d Average time on each ramp

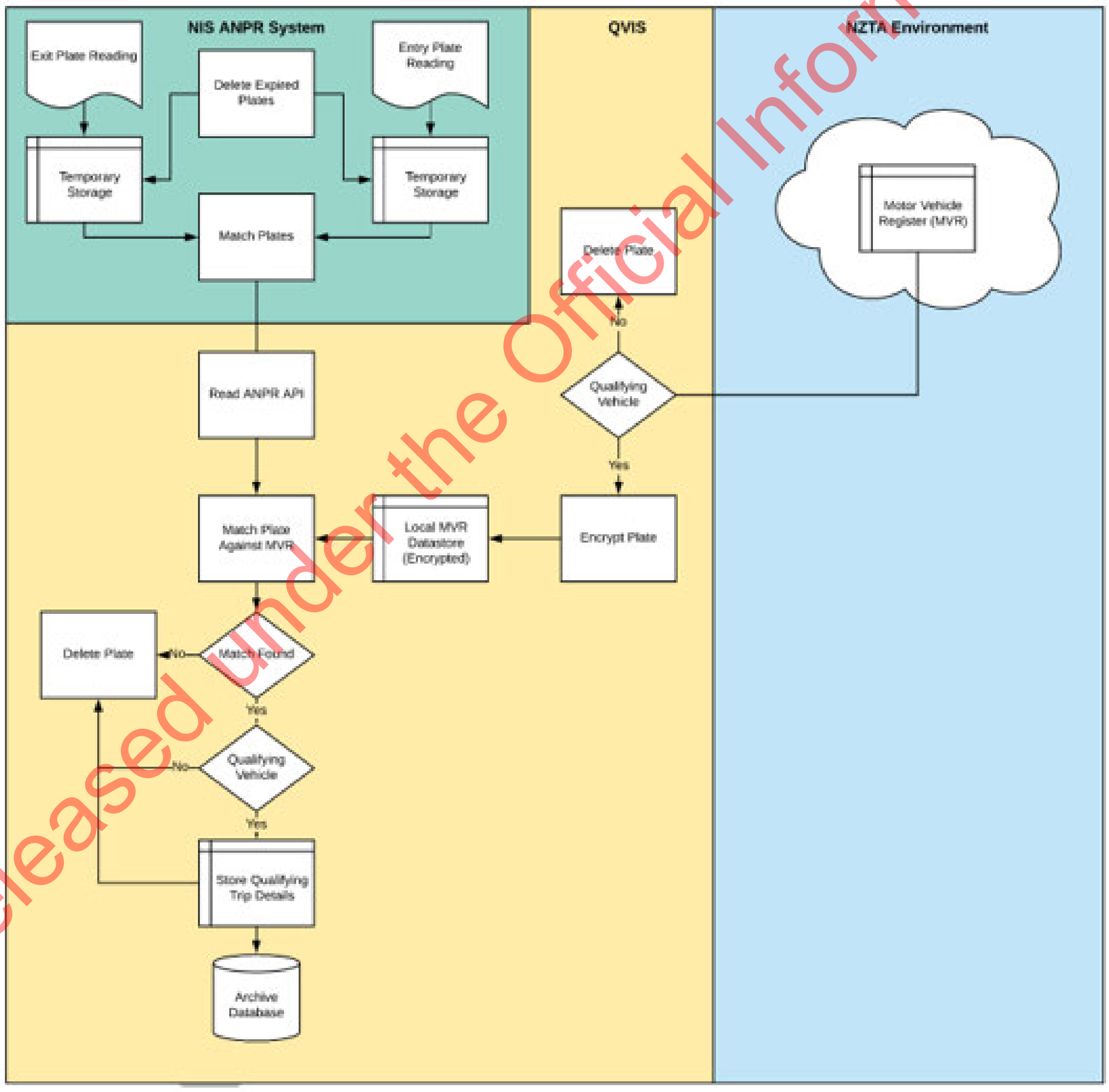
9e Count of LCV and %

9f Count of HCV and %

9g Data to enable the flow diagrams for critical density for wider network event to be established and the speed through the Asymmetric Exit Zone (AEZ

10 Anonymous data is sent to the Modern Data Platform (MDP) for reporting

QVS matching process additional detail



s 9(2)(c)

[redacted]

s 9(2)(c)

[redacted]

s 9(2)(c)

5. Privacy assessment

5.1 Privacy impact rating

(Privacy Officer to complete)

☐ **Low** – There is little or no personal information involved, or the use of personal information is uncontroversial, or the risk of harm eventuating is negligible; or the change is minor and something the individuals concerned would expect or risks are fully mitigated. A full Privacy Impact Assessment is not required

☑ **Moderate** – Some risks have been identified but they can be mitigated satisfactorily. A full Privacy Impact Assessment is not required

☐ **High** – Sensitive personal information is involved, and/or the change is within one or more areas that are commonly known to create privacy risk. A full Privacy Impact Assessment is required

☐ **Reduced** – The proposal will noticeably lessen existing privacy risks (e.g., it makes personal information more secure than it is at present, gives individuals more choice over what happens with their information, or gives individuals better access to their information). A full Privacy Impact Assessment is not required

5.2 Comments/Recommendations

The three key risk areas for TG are discussed below.

[redacted]

s 9(2)(b)(ii)

Personal information collected from drivers may be excessive

The purpose for which information about drivers is being collected is stated as identifying an individual in the event of an incident to permit prosecution by Police, or to facilitate a financial claim following asset damage. As noted in paragraph 3.1.3 drivers involved in incidents will not be required to provide their personal information to an incident responder on a mandatory basis. However, where drivers choose to provide their information the Privacy Act requires that NZTA collects only the minimum amount necessary for the purpose. This supports the principle of data minimisation and it is an important control in respect of protecting personal information i.e., if it's not collected it's not exposed to privacy risk.

There must also be a proper business purpose and the collection of that personal information must be *necessary* for that purpose i.e., it should not be collected just in case it's needed at some point.

Driver licence numbers are unique identifiers and NZTA is also required by the Privacy Act to take reasonable steps to protect these from misuse.

To ensure NZTA's compliance with the Privacy Act, driver licence information should not be collected by default for all incidents, but rather, only if it's necessary to enable further steps to be taken to resolve that incident. Alternative options to collection should also be considered such as verifying the identity of the driver by sighting the driver licence at the roadside and then record only that the driver licence has been sighted and the driver's identity has been confirmed.

It is also proposed to collect gender which is usually considered sensitive personal information. If a driver's identity can be confirmed solely by a driver licence, there does not appear to be a need to collect gender.

Recommendation1: Review the need for, and amount of personal information collected by incident responders and ensure they are made aware to collect only collect the minimum amount necessary

The proposed retention period of 25 years may be excessive

Paragraph 3.4.2 states that incident data will be retained for 25 years. It is not clear that driver information collected from roadside incidents falls under a class of information covered by the NZTA Retention and Disposal Schedule. However, the maximum retention period for information related to Transport Safety and Transport Network Monitoring specified in that schedule appears to be 20 years.

The Information and Knowledge team in the Digital group maintain NZTA's Retention and Disposal schedule and they should be engaged to discuss the retention period. If it's necessary, that team will also consider adding a class of information to the Retention and Disposal Schedule that covers the retention of driver information. This will help to ensure that NZTA meets both its requirements under both the Public Records Act and the Privacy Act.

Recommendation 2: Engage the Information and Knowledge team in the Digital group confirm the most appropriate retention period

Where a registration plate number is detected by ANPR the information will be hashed at the source and the image deleted. However, if ANPR is unable to detect a registration plate number, the image will be retained for manual validation. Once validated the image should no longer be necessary and in accordance with the Privacy Act (which requires that personal information be disposed of when it's no longer needed), deleted.

Recommendation 3: Ensure that personnel carrying out manual validation of ANPR images delete the images on successful validation.

Privacy Act requests may not meet statutory requirements

Individuals have strong rights under the Privacy Act to request access to, and correction of any information held about them by an agency ('Privacy Act requests'). There are statutory requirements that must be met when a request for access or correction is received by NZTA. Failure to meet these statutory requirements is deemed an automatic interference with an individual's privacy. This means that the individual does not need to prove they have suffered any harm for their privacy to have been affected.

It is important therefore, that appropriate processes are established to ensure that access and correction requests are responded to in accordance with Privacy Act requirements. Further, that staff handling these requests are aware of the procedural requirements and understand when they apply.

Most Privacy Act requests received by NZTA are logged with Ministerial Services and it is recommended that the Ministerial Services team be engaged to discuss the most appropriate process for receiving and responding to Privacy Act requests that relate to personal information held within TG systems.

Recommendation 4: engage the Ministerial Services team to agree process for managing Privacy Act requests

Technical security is outside the scope of this assessment

Technical security is a vitally important part of the overall privacy framework, but it is a specialised part that requires separate and detailed consideration by information technology security experts.

Recommendation 5: engage the Security Team to complete a Security Risk Assessment if that has not already been done.

Consider review of new or amended SOPs by Privacy Officers

It is expected that TG SOPs will be based on existing SOPs in use by WTOC. If these have not been recently reviewed or updated, there may be a risk that they have not been updated with relevant changes introduced by the new Privacy Act when it came into force in December 2020. Therefore, consideration should be given to having the TG SOPs being reviewed by Privacy Officers before they are finalised.

Recommendation 6: Engage Privacy Officers to review TG SOPs

Risk area 2: CCTV and ANPR cameras

The use of CCTV and ANPR cameras for the purposes specified doesn't raise any privacy concern

Their use is necessary for the purpose and is consistent with NZTA's functions and activities to contribute to an effective, efficient, and safe land transport system in the public interest.

Notification to the public about the operation of cameras is ok, but could be improved

NZTA is required by the Privacy Act to be open and transparent with individuals about when and why it collects their personal information.

ANPR cameras are used only for the purposes of capturing registration plate numbers so that travel times of vehicles transiting TG can be determined. Images are discarded once the registration plate number has been confirmed, with the registration plate number then hashed. This renders the information non-personal information and unable to be reidentified.

Traffic cameras are not new to NZ drivers; webcam footage is available to the public via the Journey Planner page on the NZTA webpage so there should be no surprise to drivers that traffic cameras are also installed on TG. However, it is still important that drivers are informed about CCTV use.

Guidelines published by the Office of the Privacy Commissioner (the Guidance) on its website require that people be made aware of CCTV use. The summarised Guidance says:

1. *Erect signs both near the CCTV cameras and at the perimeter of the CCTV system's range (before individuals enter the range of the cameras) to notify people that cameras are operating.*
2. *The signs should make clear who owns and operates the CCTV system and the contact details of that agency (if this information is not already obvious).*
3. *Make sure there is a full privacy notice on your website, or in hard copy at your reception desk to let the public know more about the operation of the CCTV cameras. If you are installing a system with a major public impact, (such as a local council scheme), put notices in the media.*
4. *Ensure your staff can answer questions from the public about the system.*

The Privacy Act does however, provide an exception to notifying individuals about the collection of their information if it's not reasonably practicable in the circumstances to do so.

For TG, the collection of footage takes place in a public space and NZTA already provides information about the general use of CCTV across the state highway network on its website privacy statement. Specifically, the privacy statement says that CCTV footage is used to "*manage operational land transport services, improving services and/or the network, and providing New Zealanders with a safer land transport system."* Examples of use include road emergencies and providing road users with updates on travel times and traffic flows (among other things).

This is sufficient to cover the collection of footage in general for TG, however, it's not clear that ANPR cameras are used. ANPR cameras are more likely to be perceived as privacy invasive than general footage of road users captured from a distance, therefore, it would be beneficial to update the website privacy statement to inform drivers of ANPR use and purpose.

Transparency to drivers about the use of cameras could be further increased by erecting signage, in accordance with the guidance published by the Office of the Privacy Commissioner, at both ends of TG (at the minimum and if this is practical) indicating that cameras are operating.

Recommendation 7: Consider increasing transparency about the use of cameras through roadside signage and updating the website CCTV privacy statement

CCTV cameras are controlled through FLIR Latitude which has been the subject of a previous Privacy Impact Assessment (PIA). Several recommendations were made within that PIA to address privacy risk and the project should satisfy itself that the recommendations have been addressed to avoid the TG project inheriting unacceptable risk. A link to the FLIR Latitude PIA is provided in paragraph 1.1.6 of this document.

Recommendation 8: The TG project ensures that recommendations made in the PIA for FLIR Latitude have been addressed to its satisfaction.

Risk area3: Use of third parties

NZTA will be liable for privacy breaches and non-compliance with Privacy Act requirements

The use of Ventia to manage the data processed through the TG ITS introduces a third-party risk. That is, under the Privacy Act a third party that is acting on behalf of NZTA is deemed to be NZTA itself. This means that NZTA is liable for any privacy breach or non-compliance with Privacy Act obligations as if the breach or non-compliance was caused by NZTA's own actions. It is important therefore, that NZTA is satisfied that Ventia has the appropriate privacy and information security controls in place.

Ventia asserts on its website that it is ISO/IEC 27001 Certified (broad spectrum only).

ISO 27001 (the Standard) is the leading international standard focused on information security. It defines the requirements an information security management system must meet.

Conformity with the Standard means that an organisation or business has put in place a system to manage risks related to the security of data owned or handled by the company, and that the system respects all the best practices and principles enshrined in the Standard. The Standard provides guidance for establishing, implementing, maintaining, and continually improving an information security management system.

Certification with the standard indicates that Ventia should have robust information security systems in place.

Ventia was subject to a cyber-attack in June 2023.

Ventia reported no loss of personal information and published a notice on its website confirming that it found no evidence of any personal information being exfiltrated. NZTA should however, confirm whether Ventia systems infiltrated in the cyber-attack were the same as those to be used with TG and if so, seek confirmation of what actions, if any, have been taken to strengthen Ventia systems and consider whether these meet NZTA security standards.

Recommendation 9: confirm with Ventia whether the systems that were infiltrated by the cyber-attack were the same as those that are to be used on TG.

Name:	Andrea Heazlewood	*Privacy Officer*
Signature:	AHeazlewood	*Date:* 15 February 2024

Appendix 1: Additional resources

What is personal information?

Personal information is any information about a living human being. It doesn't have to be sensitive, and it doesn't have to include someone's name. It just has to be about the individual and be capable of identifying them (for instance if it's combined with other information Waka Kotahi holds or that someone can easily acquire). Common examples of personal information in Waka Kotahi are:

- Names
- Addresses
- Phone numbers
- Email addresses
- Publicly available information about someone
- Access credentials (e.g., user names and passwords)
- Medical information
- Location information
- Date of birth (loss can increase risk of identity fraud)
- Financial information (including account numbers; or money owing or paid)
- Enforcement information
- Traffic offence history
- Information about applications and status (licences, approvals, exemptions etc)
- Information on the Driver Licence and Motor Vehicle Registers (including Driver Licence number and motor vehicle registration numbers)
- Information on the Tolling and Crash Analysis systems
- Immigration information
- Information about employees or job applicants
- Photographic images/CCTV footage)
- Information captured using Intelligent Transport Systems (e.g., Automatic Number Plate Recognition cameras, Bluetooth, Wi-Fi)

A useful infographic about categories of personal information can be found here:

Appendix 2: IMS data sets

IMS data sets

Current [redacted] s 9(2)(b)(ii) Tab	Proposed [redacted] s 9(2)(b)(ii) Tab	[redacted] s 9(2)(b)(ii) Field Id Name	Field/Data Type	Data Values	Explanation/Purpose	Mandatory / Automatic/ Situational / Optional	Roadside Device	[redacted] s 9(2)(b)(ii) Generated	Pre populated	Operator Input	Data Warehouse Use Only	Incident Responder Input	Duty Manager Input		Personal iinformation
General	General	Category	Selection List	Unplanned Incident Planned Event	General describer will be determined by how the incident is instigated, may need changing	Automatic / Mandatory			x	x					
General	General	Description	Text	Category + (Text)	([redacted] s 9(2)(b)(ii) will populate with Category) operator can add Free text description of incident	Automatic / Optional			x	x					
General	General	Roadway	Auto	eg. TGS190 STH 1050-R2 TO SH1 KENEPURU (S) VMS	[redacted] s 9(2)(b)(ii) data	Automatic / Mandatory	x		x	x					
General	General	Roadway Type	Selection List	Managed Roadway (default) Local Road Waka Kotahi	If from an alarm it is generally going to be a managed roadway but if manual it will need filling in	Automatic / Mandatory	x		x	x					
General	General	Linear Ref	Auto	e.g. 4.24	[redacted] s 9(2)(b)(ii) data	Automatic / Mandatory	x		x	x					
General	General	Release Incident Control	Free text		Handover Information regarding the event.	Situational			x	x					
Incident	Incident	Time of Incident	Date/Time	DD-MM-YYYY HH-MM-SS	Either: 1. The date/time of the alarm where an incident is created from an alarm, or amended by operator 2. A user specified date/time where the incident was created manually	Automatic / Mandatory	x		x	x					

Incident	Incident	Time Incident Cleared	Date/Time	DD-MM-YYYY HH-MM-SS	This is the time the incident is cleared but traffic may not be back to normal, so the incident is not closed.	Situational/ Mandatory				x					
Incident	Incident	Time Incident Closed	Date/Time	DD-MM-YYYY HH-MM-SS	This is the time the incident is closed.	Situational/ Mandatory				x					
Incident	Incident	Status	Selection List	Unverified (Default) Verified InProgress Awaiting Information Cancelled Completed	Mainline affected Unverified until an operator has further advice	Mandatory			x	x		x	x		
New	Incident	Initial incident location	Selection List	On road Offroad	Is the incident on the shoulder, off the main roadway or blocking traffic.	Mandatory				x					
Incident	Incident	Incident Severity	Selection List	Minor Moderate Severe Extreme Full Closure	Severity as per WTOC	Mandatory				x					
Incident	Incident	Impact	Free text												
New	Incident	Initial response	Selection List	Attended Incident Unattended Incident (default)	Will ordinarily be unattended but operator to change if IR or other attend	Mandatory				x					
New	Incident	Alarm Triggered	Selection List	Yes (Default) No		Mandatory	x	x		x					

Incident	Incident	Type of Alarm	Selection List	Radar (Debris) Radar (Queue) Radar (Person) Radar (Slow vehicle) Radar (Stopped vehicle) Radar (Wrong Way) Accelerometer Trigger Event Visibility Sensor Alarm Weather Station Alarm Manual (Member of Public) Manual (Police/Emergency) Manual (Operator Detected) Manual (WTOC) Manual (Other)	Incident trigger	Automatic / Mandatory	x		x	x					
Incident	Incident	Type of Incident	Multi Selection List	Animal Asset Damage Debris Flooding Icy Road Maintenance Pedestrian Rainfall Event Vehicular Crash Road crash under TTMP control Rockfall Seismic Event Slow Vehicle Stopped Vehicle Visibility Event Windfall Event Wrong Way Other	Incident classification	Optional	x			x					

New	Incident	CCTV Coverage	Selection List	Yes/No	Lets the DM know if there is CCTV available	Optional				x					
Incident	Incident	General description (Details)	Free text		General description by MC as specific will be from alarm and drop down boxes	Optional				x		x	x		
New	Incident	Effective start time	Date/Time	DD-MM-YYYY HH-MM-SS	Auto from button. Used if response was delayed, will default with alarm time and will be update if button pressed will need to retain original time.	Situational		x	x	x					
New	Incident	Delayed response reason	Free text		triggered if effective start time is used. Reason for delay in initiating incident response	Situational		x		x					
Incident	Incident	Affected Carriageway direction - Incident	Multi Selection List	Northbound Southbound Eastbound Westbound	Direction	Mandatory		x		x					
Incident	Incident	Affected Lanes - Incident	Multi Selection List	Maintenance / Enforcement bay Shoulder Crawler(Lane 3) Slow(Lane 2) Fast(Lane 1) Median	Which lanes were closed as part of managing the incident.	Mandatory		x		x					
New	Incident	Mainline section affected between - Incident	Multi Selection List	None <default> Popular Ave and MacKay's Interchange MacKay's Interchange and Paekākāriki Interchange Paekākāriki Interchange and SH58 Interchange SH58 Interchange and Waitangirua Interchange Waitangirua Interchange and Kenepuru Interchange Kenepuru Interchange and	Mainline affected	Situational / Mandatory		x		x					

				Linden Transition Linden Transition and Tawa											
Incident	Incident	Interchange affected - Incident	Multi Selection List	None <default> MacKay's Interchange SH58 Interchange Waitangirua Interchange Kenepuru Interchange Linden Transition	Interchange location	Situational / Mandatory				x					

Incident	Incident	Ramp(s) Affected - Incident	Multi Selection List	None <default> MacKay's Crossing (TGR entry, NB) MacKay's Crossing (TGR exit, SB) MacKay's Crossing (TGR entry, SB) MacKay's Crossing (TGR exit, NB) Paekākāriki (TGR entry, NB) Paekākāriki (TGR exit, SB) SH58 (TGR entry, NB) SH58 (TGR exit, NB) SH58 (TGR entry, SB) SH58 (TGR exit, SB) Kenepuru (TGR entry, NB) Kenepuru (TGR entry, SB) Kenepuru (TGR exit, SB) Waitangirua (TGR entry, NB) Waitangirua (TGR exit, NB) Waitangirua (TGR entry, SB) Waitangirua (TGR exit, SB)	Ramp locations	Situational / Mandatory		x		x					
Incident	Incident	Location - Incident	free text		General description by MC as specific will be from alarm and drop down boxes	Optional	x			x					

New	Incident	Local roads affected - Incident	Multi Selection List	None <default> MacKays Crossing Underpass Paekakariki Underpass SH58 Underpass Waitangirua Underpass Kenepuru Underpass MacKays Crossing Nbnd On Ramp Waterfall Rd SH59 Paekakariki SH59 QE Link Rd SH58 (Lanes Flat) SH58 (Brady Rd to East) Waitangirua Link Rd Kenepuru Link Rd	Local roads affected / Congested	Situational / Mandatory	x			x					
New	Incident	Roadway RAMM location	Auto if from radar alarm otherwise a selection list		Ventia to confirm. Tushar to confirm what RAMM Road locations there are.	Mandatory			x	x			x	x	
Services	Services	OM Duty Manager notified	Date/Time	DD-MM-YYYY HH-MM-SS	System generated value based on notification email going out to the DM. Solution for this TBC (i.e. s 9(2)(b)(ii) , Something else...)	Situational / Mandatory				x	x				
Services	Services	Waka Kotahi Notification	Date/Time	DD-MM-YYYY HH-MM-SS		Situational / Mandatory				x	x				
New	Services	WGP Notification	Date/Time	DD-MM-YYYY HH-MM-SS	System generated value based on notification email going out to the WGP. Solution for this TBC (i.e. s 9(2)(b)(ii) , Something else...)	Situational / Mandatory				x	x				

Services	Services	WTOC Notification	Date/Time	DD-MM-YYYY HH-MM-SS		Situational / Mandatory				x	x				
Services	Services	WTOC Event Number	Free text		can be used to reference a WTOC managed event either a WTOC s 9(2)(b)(ii) number or NIEMS	Situational				x	x				
Services	Services	Police Assistance requested	Date/Time	DD-MM-YYYY HH-MM-SS	Time at which the Police were notified of the incident	Situational/ Mandatory			x	x					
Services	Services	Police event number	Free text		MC will input the police No if given Free text. Can be done by Motorway controller or IR, ultimately DM's responsibility.	Situational/ Mandatory				x		x	x		x
New	Services	Ambulance assistance requested	Date/Time	DD-MM-YYYY HH-MM-SS	Time at which Ambulance were notified of the incident	Situational/ Mandatory			x	x					
Services	Services	FENZ assistance requested	Date/Time	DD-MM-YYYY HH-MM-SS	Time at which FENZ were notified of the incident	Situational/ Mandatory			x	x					
Services	Services	Incident Responder dispatch time	Date/Time	DD-MM-YYYY HH-MM-SS	Time at which the IR was notified of the incident	Situational / Mandatory			x	x					
Services	Services	Incident Responder arrival time	Date/Time	DD-MM-YYYY HH-MM-SS	Time at which the IR arrived at the incident. IR captured in the RAMM tablet.	Situational / Mandatory			x	x					
New	Services	Emergency Services Arrival Time	Date/Time	DD-MM-YYYY HH-MM-SS	Captured by MCs/IRs (both) depending upon the camera coverage.	Situational / Mandatory			x	x					
New	Services	Emergency Services Departure Time	Date/Time	DD-MM-YYYY HH-MM-SS	Captured by MCs/IRs (both) depending upon the camera coverage.	Situational / Mandatory			x	x					
Services	Services	Supporting Agency	Free text			Situational				x					
Services	Services	Services provided	Free text		Confirm with Ventia	Situational				x					
Services	Services	Responsible Agency	Selection List	Police FENZ Ventia STMS Ambulance Waka Kotahi	This is who is incharge of the scene	Situational/ Mandatory				x					

New	Services	Responders Message	Free text		Information received from Responsible Agency (or other) regarding the event	Situational				x					
New	Services	Incident Report Due	Date/Time (auto-generated)	DD-MM-YYYY HH-MM-SS	Rule set for these values TBC, system of generation TBC	N/A					x				
New	Services	Crash Report Due	Date/Time (auto-generated)	DD-MM-YYYY HH-MM-SS	Rule set for these values TBC, system of generation TBC	N/A					x				
Road Crash	Road Crash	Road Crash Location	Free text			Situational / Mandatory			x	x					
Road Crash	Road Crash	Road crash Carriageway	Multi Selection List	Northbound Southbound Eastbound Westbound		Situational / Mandatory				x					
Road Crash	Road Crash	# of vehicles where there is a fatality	Selection List	0-6, 6+		Situational				x		x	x		
Road Crash	Road Crash	# of vehicles with serious injury (No fatality)	Selection List	0-6, 6+		Situational				x		x	x		
Road Crash	Road Crash	# of vehicles neither a fatality or serious injury	Selection List	0-6, 6+		Situational				x		x	x		
Road Crash	Road Crash	Number of non-occupant fatalities	Selection List	0-6, 6+		Situational				x		x	x		
Road Crash	Road Crash	Number of non-occupant serious injuries	Selection List	0-6, 6+		Situational				x		x	x		

Incident	Road Crash	Weather Conditions	Multi Selection List	Unsure Dry Fine Sunny Cloudy Drizzle Light rain Heavy rain Windy Strong wind Frosty Freezing / Icy Misty Fog Snowy		Mandatory	x			x					
New	Road Crash	Light Condition	Selection List	Bright Sun Sun Overcast Twilight Dark Unsure	Light conditions	Mandatory	x			x					
Incident	Road Crash	Road condition	Multi Selection List	Dry Moist Wet Oil / Diesel New Chipseal Loose Gravel Debris Other	Road Conditions	Mandatory	x			x					

New	Road Crash	Traffic conditions	Selection List	Free Flow <default> Traffic Congestion (Stationary) Queued Vehicles Stopped Vehicles	Traffic Conditions prior to event	Mandatory	x			x					
Incident	Road Crash	Cause	Free text		MC's initial cause of incident	Situational				x		x	x		
New	Road Crash	Wrong way correction	Free text		Typically No correction drove on(head-on contraflow) Reversed Drove in the right direction on the main alignment	Situational				x			x		
New	Road Crash	Wrong way vehicle travelled Distance	Selection List	Quarter of ramp Half of ramp Most of ramp Drove on mainline Other	Gauge the distance the driver travelled	Situational				x					
Incident	Road Crash	TG Asset Damage	Selection List	Yes/No		Situational				x		x	x		
Incident	Road Crash	TG Asset Damage id	Varchar - 15? characters max	RAMM ID to cross ref??	If there is an incident, the IR raises a job in RAMM. The Incident ID will be recorded in RAMM. Anticipated that the IR on site will provide the MC with the number	Situational				x		x	x		
Incident	Road Crash	Description of Asset damage	Free text		Will be brief by the MC and added to when in Data Lake by others	Situational				x		x	x		
New	Road Crash	Estimate Asset Repair Cost	$ Figure	$000,000.00		Situational					x		x		
New	Road Crash	Estimate Response Cost	$ Figure	$000,000.00		Situational					x		x		

Driver Details	Road Crash	Name	Free text		Drivers Name							x			x
Driver Details	Road Crash	Driver's License	Free text		Driver's License	Situational						x	x		x
Driver Details	Road Crash	Driver's Licence country of issue	Free text		Driver's Licence country of issue	Situational						x	x		x
Driver Details	Road Crash	Gender	Free text		Gender	Situational						x	x		x
Driver Details	Road Crash	Vehicle Number plate	Free text		Record the registration of a vehicle involved in damage of the road asset or in a crash	Situational				x		x	x		x
Driver Details	Road Crash	Vehicle Make	Free text		Ford / Holden / Toyota etc	Situational				x		x	x		
Driver Details	Road Crash	Vehicle Model	Free text		Ranger / Hilux / BT50 etc	Situational				x		x	x		
Driver Details	Road Crash	Additional information	Free text		General info. of the vehicle, e.g. colour, condition, etc.	Situational				x		x	x		x
New	Unavailability	Traffic Management Plan implemented (CAR ID)	7 character Varchar		CAR # as issued by Ventia	Situational				x					
New	Unavailability	TTM Company	Free text		Company Name Ventia, ATMS, FH etc	Situational				x					x
New	Unavailability	STMS Operator Name	Free text		Name of STMS in charge	Situational				x					x
New	Unavailability	STMS Operator ID Number	7 character Varchar		STMS ID Number, can be used to check qualification	Situational				x					x
New	Unavailability	STMS Operator Mobile Number	15 character Number		Phone number for emergency contact	Situational				x					x
Unavailability	Unavailability	Lane Closure Start Time	Date/Time	DD-MM-YYYY HH-MM-SS	First TTM device installed and lane is effectively closed	Situational			x	x					
Unavailability	Unavailability	Lane Closure End Time	Date/Time	DD-MM-YYYY HH-MM-SS	Time lane is open for public	Situational			x	x					
Unavailability	Unavailability	Lane Closure Authorised by	Free text	Name	Name of Ventia authority permitting activity	Situational			x	x					x
Unavailability	Unavailability	Affected Carriageway direction - Unavaliability	Multi Selection List	Northbound Southbound Eastbound Westbound	Direction	Situational	x		x	x					

Unavailability	Unavailability	Affected Lanes - Unavaliability	Multi Selection List	Maintenance / Enforcement bay Shoulder Crawler(Lane 3) Slow(Lane 2) Fast(Lane 1) Median Chicane	Which lanes were closed	Situational	x			x					
Unavailability	Unavailability	Mainline section affected between - Unavaliability	Multi Selection List	None <default> Popular Ave and MacKay's Interchange MacKay's Interchange and Paekākāriki Interchange Paekākāriki Interchange and SH58 Interchange SH58 Interchange and Waitangirua Interchange Waitangirua Interchange and Kenepuru Interchange Kenepuru Interchange and Linden Transition Linden Transition and Tawa	Mainline affected	Situational / Mandatory	x			x					
New	Unavailability	Interchange affected - Unavaliability	Multi Selection List	None <default> MacKay's Interchange SH58 Interchange Waitangirua Interchange Kenepuru Interchange Linden Transition	Interchange location	Situational / Mandatory	x			x					

Unavailability	Unavailability	Ramp(s) Affected - Unavaliability	Multi Selection List	None <default> MacKay's Crossing (TGR entry, NB) MacKay's Crossing (TGR exit, SB) MacKay's Crossing (TGR entry, SB) MacKay's Crossing (TGR exit, NB) Paekākāriki (TGR entry, NB) Paekākāriki (TGR exit, SB) SH58 (TGR entry, NB) SH58 (TGR exit, NB) SH58 (TGR entry, SB) SH58 (TGR exit, SB) Kenepuru (TGR entry, NB) Kenepuru (TGR entry, SB) Kenepuru (TGR exit, SB) Waitangirua (TGR entry, NB) Waitangirua (TGR exit, NB) Waitangirua (TGR entry, SB) Waitangirua (TGR exit, SB)	Ramp locations	Situational / Mandatory	x			x					

New	Unavailability	Local roads affected - Unavaliability	Multi Selection List	None <default> MacKays Crossing Underpass Paekakariki Underpass SH58 Underpass Waitangirua Underpass Kenepuru Underpass MacKays Crossing Nbnd On Ramp Waterfall Rd SH59 Paekakariki SH59 QE Link Rd SH58 (Lanes Flat) SH58 (Brady Rd to East) Waitangirua Link Rd Kenepuru Link Rd	Local roads affected / Congested	Situational / Mandatory	x			x					
Unavailability	Unavailability	Location - Unavailability	free text		General description by MC where selection lists are not comprehensive enough.	Optional	x			x					
New	Unavailability	Start Chainage	7 character Varchar	s 9(2)(b)(ii) provides gps location, need to see how we covert to chainage or something useable.	Start chainage for traffic management	Situational/ Mandatory	x			x			x		
New	Unavailability	End Chainage	7 character Varchar	s 9(2)(b)(ii) provides gps location, need to see how we covert to chainage or something useable.	End chainage for traffic management	Situational/ Mandatory	x			x			x		
New	Unavailability	Length of Traffic Management	[Calculated value]		Confirm whether this would be a calculated value, based on data above.	Automatic (Back end)				x	x		x		
Unavailability	Unavailability	Start Location	Free text		Need to determine what the operator can use as a reference, only required if chainage not input	Situational/ Mandatory			x	x					
Unavailability	Unavailability	End location	Free text		Need to determine what the operator can use as a reference, only required if chainage not input	Situational/ Mandatory			x	x					
Media		Incident pictures/videos	Free text	File location for video, attach still photo in Media tab	File name / location for captured video	Situational				x		x	x		x
Log		Enter notes here	Free text		Record any special information	Situational				x					

					here										
Notifications		Message (Comments)	Free text		Notification for intrested parties, could be DM, WTOC, NZTA, WGP, etc	Situational				x					