

## Health New Zealand | Te Whatu Ora (Health NZ) Student Placement Digital Coordination Tool

### TERMS OF USE

Health NZ owns and operates the Student Placement Digital Coordination Tool (**the tool**).

The tool collects information about student clinical placements in health settings to support the coordination and planning of these placements. This information includes personal information such as name and contact details of staff in health and education providers as described in the Privacy [Statement](#).

Health NZ is responsible for protecting all information, including personal information it holds.

Access to, and use of, information contained within the Tool is subject to the following Terms of Use (**Terms**). These Terms of Use must be read and agreed to by each user prior to being authorised to use this tool. You are deemed to have accepted these Terms if you proceed to use the tool. Tool training material is available [here](#) and we encourage all tool users to access this.

#### Terms

All users must comply with the [Privacy Act 2020](#) when using the tool. As a user, you will have access to personal information such as the names and contact details of other users. Each user is a trusted part of the service, and we must all take privacy matters and the protection of information seriously.

As a user of the tool, you must comply with the following requirements:

1. All users are required to have an individual user account to access the tool and information contained within it. You must provide accurate, current, and complete information during the registration process and update this information if anything changes.
2. You acknowledge you have had the opportunity to read the User Privacy [Statement](#) for the tool, which details what information the tool is collecting and how it will be used.
3. You must not share your login details (e.g., username, password, or any authentication token) with anyone. When you are logged into the tool you will not allow any other person to access the tool.
4. You must notify Health Placement Hub ([HealthPlacementHub@TeWhatuOra.govt.nz](mailto:HealthPlacementHub@TeWhatuOra.govt.nz)), Health NZ Privacy ([HNZPrivacy@tewhatuora.govt.nz](mailto:HNZPrivacy@tewhatuora.govt.nz)) and Health NZ Information Security ([HNZInfoSec@health.govt.nz](mailto:HNZInfoSec@health.govt.nz)) immediately of any suspected or actual unauthorised access to, or use of, any of your user accounts, or if you think there is a potential or actual security or privacy breach.
5. You understand that all access to the tool will be logged for auditing and reporting purposes. This log and audit information may be used proactively or reactively by Health NZ as part of any investigation.
6. You must not search, access, use or disclose any information about any individual(s) contained in the tool unless this is for a proper purpose e.g. such information is necessary for you to perform your duties and obligations properly, lawfully and efficiently.
7. You must implement all reasonable safeguards to prevent the unauthorised access or viewing of information within or downloaded from the tool, such as ensuring that information is not visible on an unattended computer screen or in an unattended area.
8. You must not use any unauthorised device to connect to the tool. You must only access the tool by secure devices approved by Health NZ (*if you are a Health NZ team member*) or your Organisation. The devices must be kept up to date with all security software releases and have strong password protection or encryption to prevent unauthorised access.
9. You must cooperate with any privacy or security assessments as required by Health NZ and notified to users.
10. Continued access to this tool is contingent upon ongoing compliance with these Terms (as amended by Health NZ from time to time and published [here](#)).
11. If you do not comply with the Terms, including by way of privacy breach, your access to the tool may be immediately removed, and the matter referred to your manager at Health NZ, or to your employer.