# Whaihua Access Request Form

Whaihua is a provider portal where specific cervical screening data from the National Cervical Screening Programme (NCSP) Register can be accessed for approved services and users. A completed and signed NCSP Whaihua Access Request Form is required from each individual before they receive a login.

**Email completed form to**: [screening@health.govt.nz](mailto:screening@health.govt.nz). **Subject of your email**: Whaihua Access Request

# User Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Click or tap here to enter text. | | |
| **Role** | Click or tap here to enter text. | | |
| **Responsibility** | Click or tap here to enter text. | | |
| **Organisation name** | Click or tap here to enter text. | | |
| **Workplace Email Address**  Note: one user per email address (shared emails will not be approved) | Click or tap here to enter text. | | |
| **Phone Number** | Click or tap here to enter text. | | |
| **HPI CPN**  (Registered health professionals) | Click or tap here to enter text. | | |
| **Access start date** | Click or tap to enter a date. | **Access end date** (if fixed term/contractor) | Click or tap to enter a date. | |
| **Patient Management System (PMS)**  (N/A if not applicable) | Click or tap here to enter text. | | |
| **Training Completed**  (Attach Certificate Completion evidence including date of completion)  *\*Health privacy training must be completed every two years. If you have undertaken privacy training in the previous two years, please specify in the box above.* | Health data privacy training\*:   * Health ABC: <https://elearning.privacy.org.nz/course/search.php?q=health+abc>   **As well as:**  Module 3 of the Cervical Screening Using Human  Papillomavirus (HPV) Testing Learning Programme: “Cervical Screening in Aotearoa New Zealand – History and Context” <https://learnonline.health.nz/course/view.php?id=587> | | |

# Terms of Use

Health New Zealand - Te Whatu Ora (Health NZ) owns and operates the Whaihua platform. Access to, and use of, information contained within Whaihua is subject to the following Terms of Use (Terms).

The following Terms must be read and agreed by each Whaihua user prior to being authorised with a Whaihua account.

You are deemed to have accepted these Terms if you proceed to use Whaihua.

## Background

Health NZ has a responsibility and legislative requirement to protect all personal and/or health information (the Information) that we process, whether it belongs to our Whaihua operators, patients, customers, partners, or suppliers. By protecting this information, Health NZ can ensure that we maintain the trust of the people whose information we hold as well as abiding by the legislation that controls the access to this data. Upholding our reputation as a trusted organisation, employer, and partner, enables us to continue to deliver better outcomes for our customers.

In your role you are to be authorised as an operator (User) of Whaihua.

## Terms

As a User of Whaihua, you:

Use of the Service

1. Must understand and comply with the requirements of the Health Act 1956, Privacy Act 2020 and the Health Information Privacy Code 2020 when using Whaihua or working with any Information.
2. Must operate in a manner consistent with the requirements of the code of conduct for Te Kawa Mataaho- Public Service Commission — Standards of Integrity and Conduct.
3. Must satisfactorily complete any training offered in relation to Whaihua operations.

Handling Information

1. Recognise that privacy is a priority for all of us working with Whaihua. Public trust is important, and we must all work together to earn that trust.
2. Will not knowingly access, use or disclose any Information about any individual(s) unless such Information is necessary for you to perform the duties and functions of your role.
3. Must only download Information from Whaihua where this is necessary for you to perform the duties and functions of your role. You are responsible for ensuring the safety and security of all downloaded Information. For roles with redaction or amendment access level the set disposal process must be followed when information is no longer needed for the intended purposes.
4. Must not disclose Information within Whaihua to anyone else unless you reasonably believe it is necessary for you to perform the duties and functions of your respective roles.
5. Must take all reasonable safeguards to prevent the unauthorised access or viewing of Information within, or downloaded from, Whaihua. This includes, but is not limited to:
   1. ensuring that Information is not visible on an unattended computer screen or in an unattended area.
   2. ensuring that Information in paper documents is not left unattended and are disposed of appropriately.
6. Must take all reasonable steps to ensure the Information you enter in Whaihua is accurate and up to date.
7. Must let your manager, or the Privacy Officer know immediately if you think there is, may have been, or is about to be, a privacy or security breach. The sooner we know, the sooner we can resolve any issues. You agree to cooperate and assist in any investigation or inquiry into any breach, or potential breach, if requested.

Device and Security

1. Must not use any unauthorised device to connect to Whaihua. You will only access Whaihua by secure devices approved by your Organisation (they must be kept up to date with all security software releases and have strong password protection or encryption to prevent unauthorised access).
2. Must not share your access credentials with anyone or let anyone else use yours. When you are logged on to Whaihua you will not allow access by any other person to Whaihua or the Information on it.
3. Understand that all access to Whaihua by you will be logged for auditing and reporting processes and may be monitored. This log and audit information may be used proactively, or reactively, in any investigation resulting from a privacy incident/breach.
4. Acknowledge that any inappropriate access of information held within Whaihua is a deemed a breach of the acceptable usage and will be formally investigated.

National Cervical Screening Programme

1. While screening history and screening pathway status held in the NCSP register is accessible via Whaihua, it must only be accessed by those authorised to do so.
2. If you are authorised to access information about cervical screening you:
   1. understand that this access is strictly controlled by law under Part 4A of the Health Act 1956 and you must comply with those legal requirements.
   2. Must satisfactorily complete any training offered to you by the National Cervical Screening Programme.
   3. Must comply with any standard operating procedures or national policy, operations, and quality standards applicable to your role as part of the National Cervical Screening Programme.

## Application of these Terms

The Terms apply to all Users of Whaihua. Continued access to Whaihua is contingent upon ongoing compliance with these Terms (as amended by Health NZ from time to time).

If any User does not comply with the Terms, their access to Whaihua may be removed, and the matter referred to the Whaihua operator’s employer, or other legal action undertaken if appropriate.

# Declaration

I understand and consent to the Terms above. For more information refer to:

* Health Act 1956
* The Privacy Act 2020
* The Health Information Privacy Code 2020

By signing this document, you agree to abide by the above terms and conditions.

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| --- | --- | --- | --- |
| **Name** | Click or tap here to enter text. | | |
| **Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager Name** | Click or tap here to enter text. | | |
| **Manager Title** | Click or tap here to enter text. | | |
| **Manager Email** | Click or tap here to enter text. | | |
| **Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |

For queries regarding the new user request process contact us [screening@health.govt.nz](mailto:screening@health.govt.nz).