



Privacy Statement

DPVA Ltd will collect information about you that is required to complete the requested driving, vehicle, or transport assessment and/or to plan rehabilitation.

The Occupational Therapist may be contacting the following people to discuss any aspect of this assessment and/or rehabilitation (if applicable):

- Family/Whanau Members
- Treating Medical Practitioner
- Physiotherapist
- Wheelchair Seating Therapist
- Employer
- ACC Case Manager (or other Insurance Provider)

Other: This may include vehicle modifiers, vehicle brokers and driving instructors. This information may include name, address, phone number, medical status.

Please notify DPVA Ltd if you do not consent to all or some of the above.

Photographs: At times, we may request photographs be taken of

- Yourself
- Family/Whanau Members
- Vehicle
- Other (driveway, parking areas, equipment etc)

Photographs may be included in reports and/or shown to vehicle modifiers.

Please notify DPVA Ltd if you do not consent to all or some of the above.

Protecting your personal information:

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

We store all client information on an electronic database called Record Base. This was developed by Wild Bamboo. <https://www.recordbase.co.nz/>. Some files may also be stored on Microsoft One Drive.

Only DPVA Ltd staff have access to RecordBase or One Drive (password protected). Any hand written notes taken at the assessment gets shredded once our reports are written.

All computers are password protected.

Release of Information:

If concerns regarding your medical fitness to drive are identified during the assessment process, a copy of your report may be sent to New Zealand Transport Agency and/or treating medical practitioner.

Section 18 of the Land Transport Act 1998 requires health practitioners to advise the Chief Medical Adviser of the New Zealand Transport Agency of any individual who is unfit to drive (or poses a danger to public safety by continuing to drive when advised not to).

The information collected will only be used for the purpose of this assessment and storage of this information will comply with the Privacy Act 1993.

The Health (Retention of Health Information) Regulations 1996 say that health agencies **must** keep any health records they hold for a patient for 10 years from the last time they provided services to that patient. At which point we securely destroy it by secure document destruction or deleting electronic files.

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Correction:

You have the right to ask for a copy of any personal information DPVA holds about you and to ask for it to be corrected if you think it is wrong.

Second Opinion:

If you are unhappy with the recommendations made by our service, you have the right to ask for a reassessment or second opinion. You can discuss options with us, your GP or your ACC Case Manager.

Complaints:

Please forward any complaints to David Morris, Director, DPVA Ltd by calling 021 221 7950; or Email: david.morris@dpva.co.nz; or Post PO Box 28693 , Remuera 1541

If you feel uncomfortable doing that, you could approach the referring agency, the Occupational Therapy Board <https://www.otboard.org.nz/> and/or the Health and Disability Commissioner <https://www.hdc.org.nz/making-a-complaint/>