

## **Epilepsy New Zealand**

# **Know Your Privacy Rights**

### *Your Personal Information*

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## **Epilepsy New Zealand privacy statement**

This privacy statement explains how Epilepsy New Zealand manages the personal information we collect about you, including what information we collect, why we need it, how we use it.

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## **We only collect the information we really need**

We may need to collect personal information about you to help you. This might include your name, contact details, date of birth, gender, information about your experience of epilepsy, information about your family/whānau, information about your life, and medical information like the medicines you take or MRI scans.

Sometimes a parent, whānau member, doctor, or school might give us information about you before we've talked to you. If that happens, we'll tell you, usually when we first get in touch with you, what we were told and why. It's your information, and you have the right to know what we know.

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## **We only use your information to support you**

We only use personal information to do the things you've asked us to, to help and support you. This includes making sure we understand your situation and needs, caring for you or your family/whānau, staying in touch with you and keeping you 'in the know', keeping you safe, and helping us and others to learn more about epilepsy.

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## **We only share your info with others when we really need to**

Sometimes, we might need to share information about you with other people, like doctors or organisations that help keep you safe. If it is safe to do so, we will ask you first. We will only ever share what we really need to share.

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## **How long do we keep your information?**

We are required by law to keep personal information about our clients for at least 7 years after the last time we were in contact with you. Epilepsy can be a lifetime condition, and so clients may be registered with us and using our services for many decades. This means we may keep personal information for the lifetime of a client.

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## **You can check in with us about your information any time**

You, or your parent or guardian, can ask us for a copy of your personal information any time, and you can ask us to fix your information if you think it's wrong. You can also talk to us about your information if you're worried about how we're using it.

Talk to your educator first and, if they can't help, call us on 0800 37 45 37 or email [national@epilepsy.org.nz](mailto:national@epilepsy.org.nz) and we will get things sorted for you.

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## **Do you want to stay informed?**

Visit our website: [www.epilepsy.org.nz](http://www.epilepsy.org.nz)

Follow us on Facebook: [www.facebook.com/epilepsynz](http://www.facebook.com/epilepsynz)

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### **Epilepsy New Zealand**

0800 37 45 37

[national@epilepsy.org.nz](mailto:national@epilepsy.org.nz)

[www.epilepsy.org.nz](http://www.epilepsy.org.nz)

Kia titiro ki te tangata | See the person