

**3 NPP 3—Data quality**

A health agency must take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.

**4 NPP 4—Data security**

- (1) A health agency must take reasonable steps to protect the personal information it holds from misuse, loss and unauthorised access, modification or disclosure.
- (2) If the personal information is no longer needed for any purpose for which the information may be used or disclosed under NPP 2, the health agency must take reasonable steps to ensure that the individual the subject of the personal information can no longer, and can not in the future, be identified from the personal information.

*Note—*

Subsection (2) will apply subject to the requirements of the *Public Records Act 2002* providing for the retention of records.

**5 NPP 5—Openness**

- (1) A health agency must set out in a document clearly expressed policies on its management of personal information and must make the document available to anyone who asks for it.
- (2) On request by a person, a health agency must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

**6 NPP 6—Access to documents containing personal information**

- (1) If a health agency has control of a document containing personal information, it must give the individual the subject of the personal information access to the document if the individual asks for access.