

Business Rule ID	Type	Activity	Business Rules	Explanatory notes
BR401	SSC Model Standards	Regulatory information management - Technology solutions	<p>All use of technology solutions for regulatory information management (for example, iBase and Infolog) must comply with:</p> <ul style="list-style-type: none"> - The SSC Model Standards for information gathering - Privacy Act 1993 - Official Information Act 1982 - Land Transport Act 1998 and Land Transport Rules - the relevant Privacy Threshold Assessment in all cases, and - the relevant Privacy Impact Assessment (if any) - All relevant Transport Agency policies relating to information management <p>Any use outside of these requirements, or any changes made to the use of the system since the privacy assessments, must have the prior approval of the relevant T3 manager in consultation with the Legal Services Team.</p> <p>As requested from time to time for reporting and assurance, the relevant group(s) must report on and confirm compliance with this business rule.</p>	<p>The SSC Model Standards for information gathering and public trust apply to information collected without the subject's knowledge for regulatory, law enforcement or protective security reasons.</p>
BR402	SSC Model Standards	Collecting information without the subject's knowledge	<p>All covert* collection of personal or regulatory information by Transport Agency employees, office holders, or contractors must have the prior approval of the relevant T3 manager in consultation with the Legal Services Team and fully comply with:</p> <ul style="list-style-type: none"> - The SSC Model Standards for information gathering - Search and Surveillance Act 2012 - Privacy Act 1993 - Land Transport Act 1998 and Land Transport Rules - NZ Bill of Rights Act 1990 - Public Records Act 2005 - Relevant Transport Agency policies and guidelines as amended from time to time <p>Any person receiving information from third parties, other than an official source, must take reasonable steps to verify the source and content of the information, and report to the NZ Police any information that appears to have been obtained illegally.</p> <p>No information may be collected covertly if collection requires:</p> <ul style="list-style-type: none"> - trespass - observation of private dwelling houses - use of an interception device to intercept private communications - use of tracking devices - observation of private activity in private premises** or curtilage of private premises, and any recording of that observation, by means of a visual surveillance device <p>No information may be collected by any Transport Agency employee:</p> <ul style="list-style-type: none"> - because a person is considered a security threat solely because they lawfully exercise their democratic rights (including the right to freedom of expression, association, and peaceful assembly to advocate, protest or dissent) - for the sole purpose of managing reputational risk to the Transport Agency <p>As requested from time to time for reporting and assurance, the relevant group(s) must report on and confirm compliance with this business rule.</p>	<p>*Covert collection of information includes:</p> <ul style="list-style-type: none"> - Mystery shopping operations - Covert surveillance <p>*Covert collection of information does not include collection of information that the subject has consented to (eg. obtaining police vetting for licence holders or applicants for licences, authorities or appointments where consent has been given in writing)</p> <p>**Private premises includes a dwelling house and marae, but does not include premises, or part of a premises, to which members of the public are frequently permitted to have access</p>
BR403	SSC Model Standards	Use of personal information to identify security and/or health and safety threats	<p>No personal information held by the Transport Agency may be used to identify security and/or health and safety threats other than for the purposes of referring the threat to the relevant enforcement authority (usually the NZ Police) and in compliance with:</p> <ul style="list-style-type: none"> - The SSC Model Standards for information gathering - Privacy Act 1993 - Relevant Transport Agency policies and guidelines as amended from time to time <p>As requested from time to time for reporting and assurance, the relevant group(s) must report on and confirm compliance with this business rule.</p>	

BR404	SSC Model Standards	Automated collection of road user information	<p>All collection of information for road and traffic management using technology solutions* must comply with:</p> <ul style="list-style-type: none"> - The SSC Model Standards for information gathering - Privacy Act 1993 - Land Transport Act 1998 and Land Transport Rules - the relevant Privacy Threshold Assessment in all cases, and - the relevant Privacy Impact Assessment (if any) - All relevant Transport Agency policies relating to information management <p>No data collected by technology solutions which collect anonymised data (for example, Bliptack and Araflow) may be used to identify a person without prior T2 manager approval in consultation with the Legal Services Team.</p> <p>Any other use outside of these requirements, or any changes made to the use of the system since the privacy assessments, must have prior sign-off from the relevant T3 manager in consultation with the Legal Services Team.</p> <p>As requested from time to time for reporting and assurance, the relevant group(s) must report on and confirm compliance with this business rule.</p>	* for example, use of CCTV, Bliptack, Araflow, Weigh Right
BR405	SSC Model Standards	Engaging external security consultants	<p>All engagement of external security consultants by Transport Agency employees or contractors must comply with Transport Agency procurement policies and have prior approval of the relevant T2 manager in consultation with the Legal Services Team.</p> <p>Every engagement with an external security consultant must require the consultant to be licensed under the Private Security Personnel and Private Investigators Act 2010, and comply with:</p> <ul style="list-style-type: none"> - The SSC Model Standards for information gathering - Private Security Personnel and Private Investigators Act 2010 - Private Security Personnel and Private Investigators (Code of Conduct—Surveillance of Individuals) Regulations 2011 - Search and Surveillance Act 2012 - Privacy Act 1993 - Official Information Act 1982 - Land Transport Act 1998 and Land Transport Rules - NZ Bill of Rights Act 1990 - Public Records Act 2005 - Relevant Transport Agency policies and guidelines as amended from time to time <p>As requested from time to time for reporting and assurance, the relevant group(s) must report on and confirm compliance with this business rule.</p>	
BR406	SSC Model Standards	Secondary employment	<p>All secondary employment or engagement of Transport Agency employees must be approved by the relevant people leader in consultation with the People Group and comply with:</p> <ul style="list-style-type: none"> - Transport Agency Code of Conduct - Transport Agency Conflict of Interest Policy - Other relevant Transport Agency policies and guidelines as amended from time to time. <p>No Transport Agency information or systems may be used in furtherance of secondary employment without the prior approval of the relevant T2 manager in consultation with the Legal Services Team.</p> <p>Any secondary employment or engagement that raises a conflict of interest in relation to information gathering for regulatory purposes* must have the prior approval of the Chief Executive.</p> <p>As requested from time to time for reporting and assurance, the relevant group(s) must report on and confirm compliance with this business rule.</p>	*For example, secondary employment as an investigator in the private sector.

Released under the Official Information Act 1982