



The Data Protection and Use Policy (DPUP) Using the DPUP Principles in the policy cycle



Te Tari Taiwhenua
Internal Affairs

Data Protection
& Use Policy

Respectful • Trusted • Transparent

Good policy is evidence based and informed by a sound understanding of the context of issues and potential solutions. Data and information from or about service users, whānau and communities is a key tool in developing good policy.

There are some high-level, general steps in the policy cycle where data or information is used or where it is collected. These are outlined below with some ideas about how to apply the Data Protection and Use Policy (DPUP) Principles: **He Tāngata, Manaakitanga, Mana Whakahaere, Kaitiakitanga** and **Mahitahitanga**. See the full Principles at digital.govt.nz/dpup.

Keep in mind

People often think of information they have supplied, or that is about them, as personal, even when it has been de-identified or anonymised and is being used in a non-personal form. Whenever your work is about people, then being clear about purpose, supporting transparency and choice, enabling people to access their information and sharing the value of the insights developed using people’s information are key parts of good practice.

Policy development

Policy implementation

Identify an opportunity or issue

Understand or analyse the opportunity or issue

Develop policy options

Assess and recommend a policy response

Implement the policy

Monitor and evaluate the policy and its outcomes

Examples that involve collecting or using data and information to help develop the policy

Evaluations about the effectiveness of services and interventions.
Qualitative information from stakeholder workshops, interviews or co-design sessions.
Data about people’s engagement in services, programmes or interventions.
Data for modelling demand or costs.

Census data about different groups of people
Statistical analysis around an issue or topic.
Research findings about a topic or issue.
Qualitative information about people’s experiences, needs and circumstances – user experience information.

Examples that require data or information to be collected about how the policy is implemented

Qualitative information about people’s experiences of the policy.
Data about the characteristics of people who engage with the service or programme delivered under the policy or are affected by the policy.

Data on the cost, reach, size, scale of the policy as it is implemented.
Information about how a service or programme is delivered under the policy.

Using the Principles

Keep focused on **He Tāngata** — be clear how any use of people’s data or information to inform policy development will benefit service users, whānau or communities.

Understand why the information was collected, what people were told about how it would be used and any implications for using it in this policy analysis — this is part of **Manaakitanga** and your role as a **kaitiaki**.

Support Kaupapa Māori, ‘for Pacific peoples by Pacific peoples’, or the ownership of analysis and research by those it’s about. Recognise the importance of ‘nothing about us without us’ — **Manaakitanga**.

Commit to **Mana Whakahaere** — make sure anyone who collects information or data understands why they are doing so and how it benefits people or communities. They can then uphold Mana Whakahaere and be transparent with people about collection.

Design the approach to allow people as much choice as possible about the use of their data and information even if it doesn’t identify them. This is **Mana Whakahaere**.

Make sure anyone who collects information or data understands why they are doing so and how it benefits people or communities. They can then uphold **Mana whakahaere** and be transparent with people about collection.

As a **kaitiaki**, check any data collection or use is ethical and legal. Get advice from a privacy officer or an ethics board (though this is just one point of view on what ethical looks like).

Mahitahitanga — grow the collective knowledge by safely and appropriately sharing what's been learned. Explain and present findings in different ways to engage different people, including service users.

Mahitahitanga — collaborate and work with others (different professionals, organisations, cultural advisors, community representatives) and service users to decide what data or information, and approach to analysing it, will be helpful to understand this topic, issue or question. Test your assumptions and interpretations with them, include them in analysis and ask them to review your work. Appreciate the knowledge and skills that others can bring to understanding data and information.

Mahitahitanga — work with others, including service users, to decide what data or information is fair, reasonable and respectful to collect and use for implementing and monitoring.