Proactively released by New Zealand Police

Photographing and videoing members of the public

This document was current at 4 July 2025. Police policies are regularly reviewed and updated.
The most current version of Police policies are available from www.police.govt.nz

Proactively released by New Zealand Police

Table of Contents

Table of Contents 2
Statement of policy 4
- Purpose 4
- What 4
- Why 4
- How 4

Police's privacy fundamentals 6
Privacy Act principles 7
Related legislation and documents 8
Collection and management of photographs overview 9
Decision to collect 11
- What does 'collect' mean? 11
- CAN-I decision making framework 11
- Flowchart 13
  - What authority do I have to take photographs? 15
  - What authority do I have to take photographs of children and young people? 15
  - What is the need (necessity) for the photograph? 16
  - Do I need to inform the person? 17
  - Special considerations for children and young people in custody 17
  - Are there any circumstances where I don't need to inform the adult, child, or young person? 17
  - What should I communicate to the person? 18
  - How do I collect the photograph? 18

Decision to store and retain 20
- What does 'store' mean? 20
- What does 'retain' mean? 20
- Where can I store photographs? 20
- Can I store photographs in more than one place? 21
- How long can a photograph be retained for? 22

Decision to use and share 23
- Decision making guidance for using/sharing photographs 23
- Sharing of Screenshots 24
- Photographs of deceased or badly injured individuals 24

Decision to delete or dispose 25
- What does 'delete' mean? 25
- What does 'dispose' mean? 25
- When and why should I delete photographs? 25

This document was current at 4 July 2025. Police policies are requlary reviewed and updated.
The most current version of Police policies are available from www.police.govt.nz

Proactively released by New Zealand Police

When should I dispose of a photograph? 26
Compliance checks 26
Appendix A - Scenarios 27
Scenario 1 - Traffic stop 27
Scenario 2 - Youths in a Park 28
Scenario 3 - Stolen Car 29
Scenario 4 - New youth offender in town 31
Scenario 5 - Taking photos of a young person at a search warrant 32
Scenario 6 - Youth offender committing multiple offences 33
Scenario 7 - Use of photo of young person taken in relation to previous offences 34
Scenario 8 - Taking photos of young persons for Intel purposes 35
Scenario 9 - Taking full length photo of offender 37
Appendix B - Common Operational Situations 39
Can I take a photograph or video in any of these situations? 39
Person(s) recording me 39
Demonstrations 39
Missing Young Person 40
Appendix C - Roles and responsibilities 41
Appendix D - Definitions 44

This document was current at 4 July 2025. Police policies are requlary reviewed and updated.
The most current version of Police policies are available from www.police.govt.nz

Statement of policy

Purpose

The purpose of this chapter is to describe the options available to Police for the collection and management of photographs and videos (collectively referred to as 'photographs') of members of the public, including children, and young people.

It provides information and tools to inform the decision-making process to enable Police to make a considered judgement on the necessity of the collection and subsequent management of photographs and to support Police to deliver their operational functions in ways that keeps our people safe and working within the law.

What

This chapter relates to photographs taken by Police of individuals in public, on private premises or in Police custody. The purpose of this chapter is to guide Police through a decision-making process when deciding to photograph an individual and direct staff on the appropriate management of the people's personal information they collect. This ensures Police operate in a manner which maintains the individual's privacy rights balanced against policing functions.

Why

Police collect, hold, and use large volumes of identifiable information about people (personal information), and we need to ensure that we continually manage that information in ways which support public trust and confidence.

Police recognise it is crucial to respect individual privacy rights and to ensure Police's collection and management of photographs is transparent. Just like fingerprints, a person's photograph or video captures sensitive biometric personal information that uniquely identifies a person, and is required to be handled lawfully, securely, and with care.

By consistently applying a standardised photography collection and management framework (CAN-I) Police can support the application of the Privacy Act's Information Privacy Principles (IPP's) which helps to support the lawful collection and retention of images.

How

This will be achieved through a clear and common understanding of this chapter which supports Police to make decisions about photographing people and covers understanding and applying:

- the Privacy Act 2020 and IPP's consistently
- how and when Police can collect photographs (and videos) of people
- where photographs can be stored
- when they can be used and shared

Proactively released by New Zealand Police

- and how they are retained, deleted, or destroyed.

This ensures Police meets its legal obligations and policing functions.

Police’s privacy fundamentals

Police’s privacy fundamentals balance the need for effective policing with respect for individuals’ privacy rights, ensuring the collection, use, and handling of personal information adhere to legal and ethical standards.

Privacy Act principles

The Privacy Act 2020 is a principle-based legislation, which governs how public and private sector organisations and businesses can collect, store, use and share personal information (including photographs). There are 13 Information Privacy Principles. The Privacy Act recognises the need for law enforcement and our core policing functions and role; and have built in exceptions to the application of some of the privacy principles in certain circumstances.

In a policing context, the Privacy Act 2020 has several key implications:

- **Collection of personal information (IPP1, IPP3, IPP4)** - Police can collect personal information for lawful purposes, such as maintaining public safety and preventing and investigating crimes. Police must ensure the information collected is necessary for a specific purpose.
- **Information storage and security (IPP5)** - Police are required to take reasonable steps to protect the personal information they hold. This includes safeguarding it against unauthorised access, loss, or disclosure.
- **Accuracy and retention (IPP8, IPP9)** - Police must not retain information for longer than needed for the purpose for which it was collected and cannot use or disclose personal information that is inaccurate.
- **Use and disclosure (IPP10, IPP11)** - Personal information collected by the Police must only be used for the purpose for which it was collected, or a directly related purpose, or if an exception applies such as maintenance of the law. Any disclosure of personal information to other parties must be in accordance with the law and be necessary.

See 'Information Privacy Principles' for further information on the Privacy Act 2020 and details/application of each Privacy Principle.

Related legislation and documents

The following legislation may be applicable to the collection, use, storage, and deletion of photographs of members of the public:

- Policing Act 2008
- Privacy Act 2020
- Oranga Tamariki Act 1989
- Public Records Act 2005
- Search and Surveillance Act 2012
- Land Transport Act 1998
- Evidence Act 2006
- Child Protection (Child Sex Offender Government Agency Registration) Act 2016 (s30)
- New Zealand Bill of Rights Act 1990

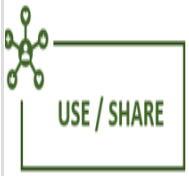
Related policies include:

- United Nations Convention on the Rights of the Child (UNCROC)
- Te Tiriti o Waitangi, Treaty of Waitangi
- Information Privacy Principles
- Information and records management policy
- Fingerprints/Biometrics
- Photography (Forensic imaging)
- Retention and disposal of Police records
- Police filming and audio recording of operations and events
- Public Order Policing Part 08 - Demonstrations

Collection and management of photographs overview

This overview is a reference guide for staff to enable you to appropriately, and legally, manage the personal information you have collected.

Management Phase	Application for the Collection and Management of Photographs in Police	Relevant IPP/Legislation
	- Ensure the circumstances provide the lawful purpose for taking the photograph, AND - The photograph is necessary for that purpose. - Inform the person(s) that you are taking their photograph and why, and who will use it. - Exceptions can apply in certain circumstances, e.g., if it would undermine the purpose of the collection, or if it's just not possible to tell them. - Where the person is a child or youth, inform their parents/ guardians/other persons usually having their care, if appropriate. - Ensure the way in which the photograph is taken is fair and reasonable in the circumstances.	- **IPP 1, 3, 4** - **S.32 and s.33 Policing Act** - **S.47(1), s.53 and s.110(j) Search and Surveillance Act 2012** - **Land Transport Act 1998**
	- Ensure photographs are stored in the appropriate Police system to securely manage their use and retention (delete them from temporary storage devices e.g. phones, email, and personal drives). - Record information relating to the photograph for context: - circumstance (time, date, place), - whether they are an adult or youth, - whether they were informed (or if an exception applied). - Photographs are securely stored to prevent loss, misuse or disclosure.	- **IPP 5, 9**

	- Photographs are used, shared (disclosed) for the purpose they were collected. For example, a photo taken of youth for care and protection purposes cannot routinely be used for law enforcement purposes. - Limitations exist for using and sharing photographs for other purposes: they can be used for a directly related purpose, or if permission is given from the person(s). - Individuals take responsibility for the photographs they share - Exceptions can apply in certain circumstances.	- **IPP 10**
	- Photographs are not kept for longer than the purpose for which they were collected. - Photographs should be stored in the appropriate Police system and deleted from temporary storage and devices e.g., phones, email and personal drives within 30 days. - Once a photograph has been saved into an appropriate Police system, it should not be deleted from that system. - Photographs captured on a mobility device can be deleted ahead of being saved into an appropriate Police system if determined not to be relevant and there is no lawful reason to retain them.	- **IPP 9** - **Public Records Act 2005**
	- Photographs stored in appropriate Police systems will be securely disposed of based on retention schedules (within appropriate Police system) to ensure we meet Public Records Act (minimum retention period) and Privacy Act (maximum retention period) requirements.	- **Public Records Act 2005**

Decision to collect

We are committed to balancing the collection of photographs of people for intelligence and evidence purposes, alongside protecting individual's privacy; to optimise the information collected to ensure effective Policing and get the results that New Zealanders expect from Police.

What does 'collect' mean?

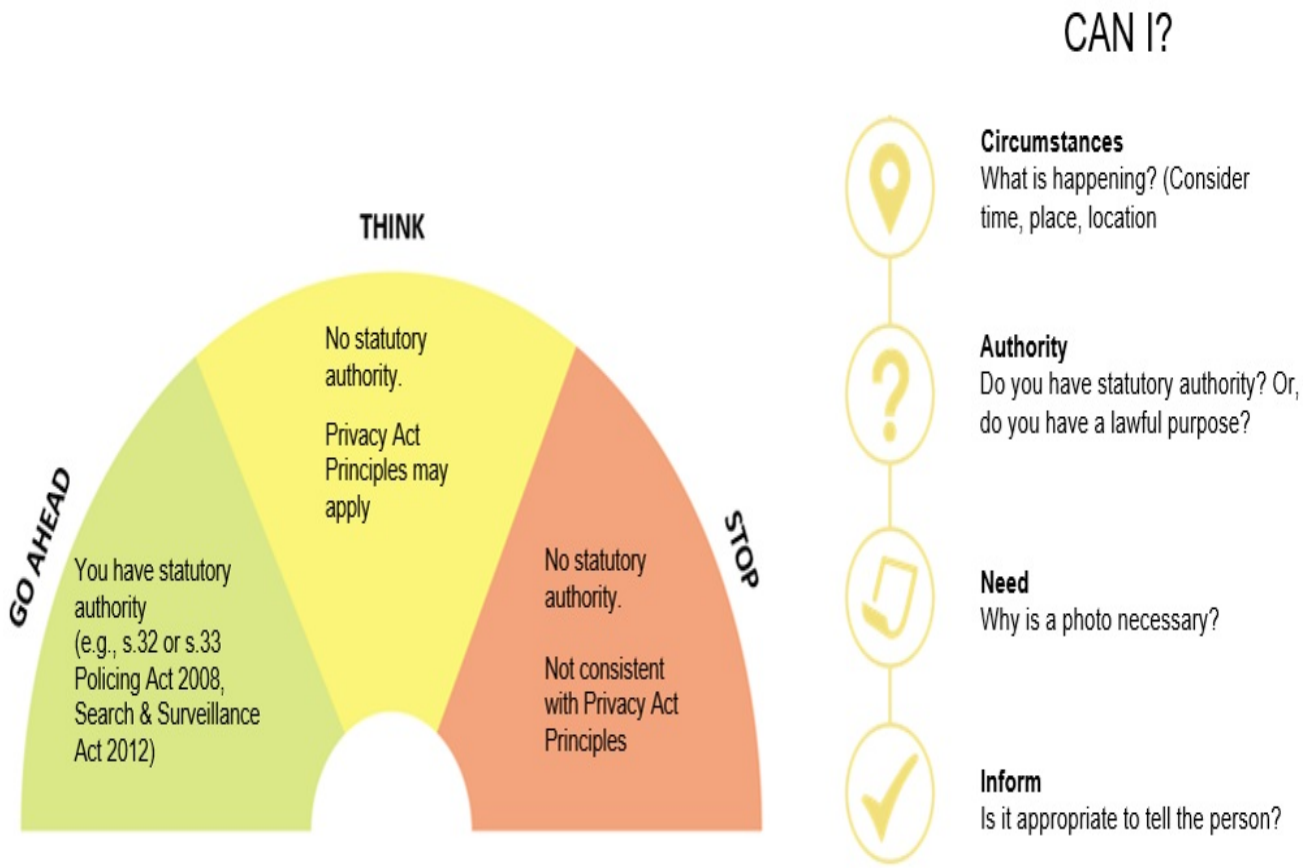
In the context of personal information, 'collection' means the acquisition of and taking any steps to seek or obtain personal information from individuals but does not include the receipt of unsolicited information (see Appendix D - Definitions).

CAN-I decision making framework

Police depend on access to high quality and accurate information to respond to and prevent crime and harm. This requires us to appropriately manage personal information, including the collection storage, use, sharing and deletion of photographs and videos of people.

The 'CAN-I' framework is a tool to guide decision making on whether it is appropriate to take a photograph or video. The framework sets out three determinations to support police to decide if they should engage in collecting the information.

See 'Appendix A' for examples and scenarios about making a decision to collect.



Reminder: Police can take photographs of members of the public, of any age, provided it is necessary for a lawful policing purpose.

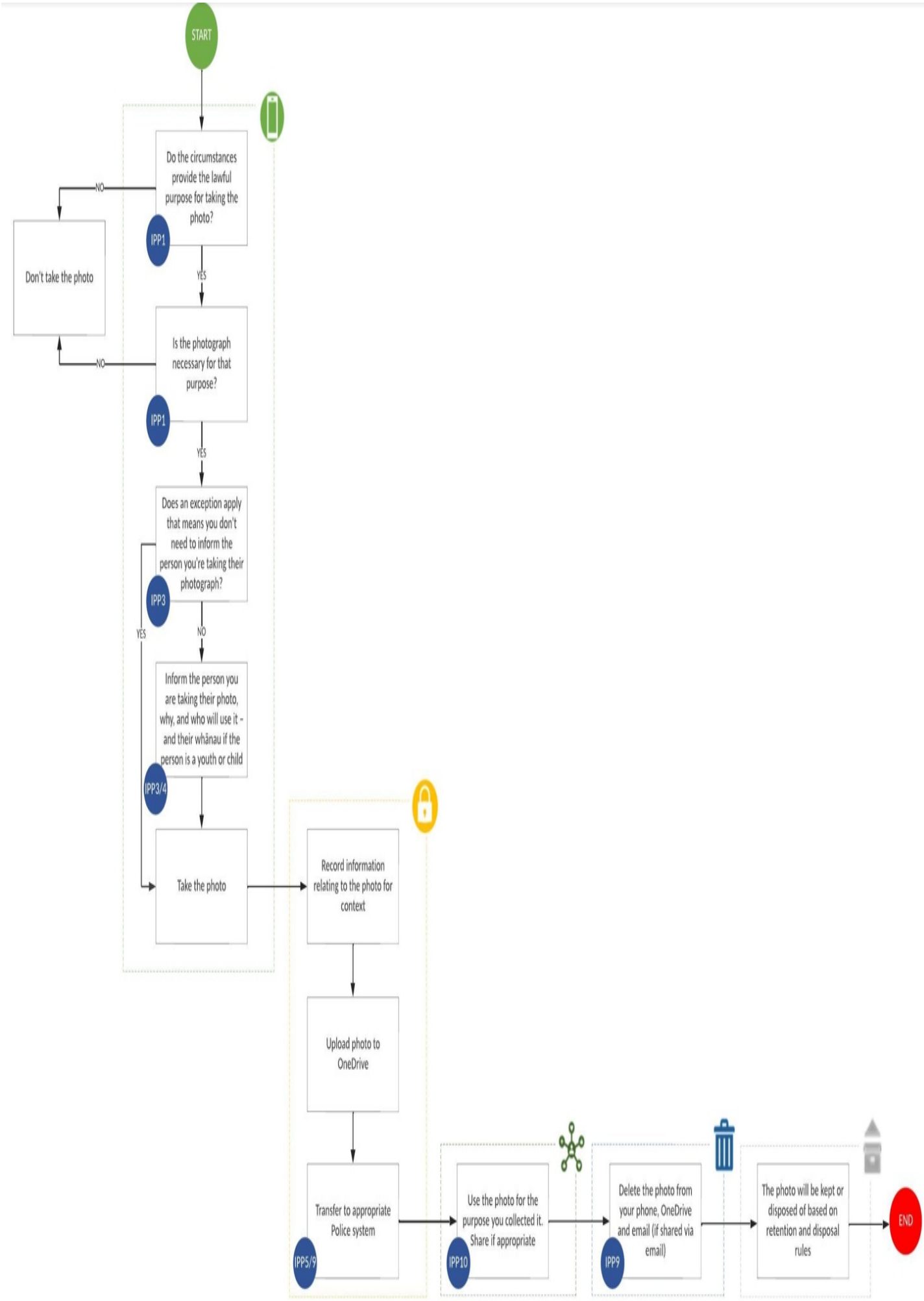
For **intelligence gathering**, Police must be able to articulate a reasonable possibility, based on more than mere conjecture, that the photograph will be relevant to a **particular** or **likely** investigation.

For an **investigation**, Police must be able to articulate a reasonable possibility, based on more than mere conjecture, that the individual being photographed could be relevant to a **specific** investigation (so this has a higher threshold than required for intelligence gathering).

Police should record the circumstances and considerations relied upon to justify the collection of the photograph for intelligence gathering purposes. This must be recorded in your notes or records relating to the photograph.

Flowchart

In addition to the CAN-I decision making framework staff can use the following flowchart to further guide their collection decisions for photographs and videos.


START
Do the circumstances provide the lawful purpose for taking the photo?
IPP1
NO
Don't take the photo
YES
Is the photograph necessary for that purpose?
IPP1
NO
YES
Does an exception apply that means you don't need to inform the person you're taking their photograph?
IPP3
YES
NO
Inform the person you are taking their photo, why, and who will use it - and their whānau if the person is a youth or child
IPP3/4
Take the photo
Record information relating to the photo for context
Upload photo to OneDrive
Transfer to appropriate Police system
IPP5/9
Use the photo for the purpose you collected it. Share if appropriate
IPP10
Delete the photo from your phone, OneDrive and email (if shared via email)
IPP9
The photo will be kept or disposed of based on retention and disposal rules
END

What authority do I have to take photographs?

Police have **statutory authority** to take photographs in certain circumstances:

- sections 32 and 33 of the Policing Act 2008
- sections 47(1) and 110(j) of the Search and Surveillance Act 2012.

Where there is no **statutory authority**, there may still be a lawful basis if taking the photograph is consistent with the relevant Privacy Act principles.

This means that Police can take a photograph of a person in public, on private premises or in police custody as long as they are able to show a need for the photograph and can articulate a lawful policing purpose connected to a Police function (s.9 Policing Act 2008).

When taking a photograph, you should record the need for the photograph and relevant details (e.g., date, time) in your notebook. See 'what is the need for the photograph?' for further guidance.

Photographing people without a lawful purpose may constitute an unlawful search and may be a breach of someone's rights under the Bill of Rights Act 1990.

See 'Appendix A' for examples and scenarios about making a decision to collect.

Other considerations for collecting are that Police should:

- not casually photograph adults, children or young people on police-issued mobility devices who are not engaged in conduct that would warrant investigation or intervention unless there is a lawful purpose for collecting and retaining such photographs (e.g., intelligence collection for an operation, or as proof of service of a trespass notice).
- not photograph adults in custody on mobility devices unless there is no Livescan technology available to do so. Where a photograph is taken on a police-issued mobility device this photo must be emailed to IMS photo manager and deleted from the device within 72 hours.
- only photograph a child or young person in custody when s.214 Oranga Tamariki Act 1989 applies.

See 'authority for photographing children and young people' for guidance on photographing children or young people.

What authority do I have to take photographs of children and young people?

Children and young people have special protections in both the care and protection and youth justice contexts, recognising their vulnerability and prioritising their interests. The Privacy Act 2020 also has additional protections for children and young people in that we must be especially mindful of their age and capacity when considering how we intend to collect information and the level of intrusiveness into their personal affairs - information must be collected in a way that is fair to them.

- Police have statutory authority to photograph a child or young person: under sections 47(1) and 110(j) of the Search and Surveillance Act 2012
- under s.32 of the Policing Act 2008

- under s.33 of the Policing Act 2008, noting that s.33 can only be applied for a child/young person following either:
    - a Family Group Conference (FGC) following direction from Youth Aid
    - if a 17-year-old is summonsed for an offence under Schedule 1A Oranga Tamariki Act 1989.

Where there is no statutory authority, the Privacy Act principles guide the management of personal information, including the taking of photographs of children and young people where you can show a need for the photograph and articulate a lawful policing purpose connected to a Police function (s.9 Policing Act 2008).

Where the safety and welfare of a child is concerned, you should not take a photograph if:

- the child/young person is with Police by reason of a place of safety warrant (s.39 Oranga Tamariki Act 1989)
- the child/young person is with Police by reason of being removed for safety reasons from a place (s.42 Oranga Tamariki Act 1989)
- the child/young person is unaccompanied (s.48 Oranga Tamariki Act 1989). These are care and protection provisions and youth justice interventions cannot be applied.

Note:

Sometimes there are situations where there are safety or wellness concerns that can justify obtaining a photograph. For example, to allow Police to quickly identify and track down a child or young person who has been reported missing.

Generally, if you obtain a photograph that is used to identify the missing individual who is then found, the photograph should be returned or destroyed.

In exceptional circumstances it may be possible to justify retaining the photograph. For example, where the young person is identified as a frequent absconder who goes missing on a regular basis. More information can be found here.

See 'Special considerations for children and young people in custody' for guidance on informing and explaining why you have or are taking a photograph.

What is the need (necessity) for the photograph?

When deciding to photograph an individual, police officers must be able to demonstrate a clear and

lawful purpose for the photograph and how the need for the photograph is connected to a policing function.

Police officers are not only required to have a clear need but also be able to articulate this need and record in their notebooks. Capturing this information in notebooks is a crucial step in accountability, requiring officers to show their specific policing rationale for capturing an individual's photograph, fostering a balance between policing duties and the protection of individuals privacy rights.

Do I need to inform the person?

When taking a photograph, unless an exception applies, you need to inform the person that you are taking their photograph, the reason why, and who will use it (IPP3).

When informing the person, use plain language and explain the need for the photograph in a way that is appropriate to the age and level of understanding of the individual. Things to consider include:

- age
- ethnicity
- whether English is their first language
- whether they experience any disability or any mental or neuro disorders that may inhibit their ability to understand or give informed consent
- alertness (e.g., time of day or intoxication)
- level of distraction (e.g., attention elsewhere due to situation) and/or emotional condition/response (e.g., heightened anxiety/morose).

Special considerations for children and young people in custody

- When you have a child or young person in custody you should make every effort to contact the child or young person's parent/guardian/other persons usually having their care to tell them what has occurred, and the circumstances and considerations as to why you are taking a photograph. If you are unable to contact their parent/legal guardian or other persons usually having their care, you can take the photograph and then contact the child or young person's parent/guardian/other persons usually having their care before taking any further action.
    - When explaining to the child or young person why you are taking a photograph, be sure to use language that they will understand, taking into account their age and level of understanding.
    - Be sure to help them understand how the photograph will be used and give them the opportunity to ask questions.

See 'Youth justice' for further guidance on dealing with children and young people in custody.

Are there any circumstances where I don't need to inform the adult, child, or young person?

There are exceptions that may allow a Police officer to not inform a person that they are taking a photograph or video when they believe on reasonable grounds that any of these apply:

- it would be detrimental (prejudicial) to the operation (maintenance of the law) e.g., prevention, detection, investigation, and prosecution of offences (IPP3)
- it may be reasonably impractical in the circumstances (IPP3) e.g., a public order operation responding to a rapidly escalating protest
- it will not prejudice the person's interests (IPP3) e.g., photographs of a crowd which do not focus on specific individuals
- telling the person would prejudice the reason for collecting the information (IPP3) e.g., undercover investigations or intelligence
- it may put you or the public at risk.

What should I communicate to the person?

When informing a person, police should take reasonable steps to provide them with clear details about the collection and use of their personal information. This includes informing them about:

- the act the information is being collected under
- the purpose/reason for collecting the photograph
- the intended use and recipients of the photograph
- the individual's right to access and correct personal information.

Transparency and clarity in communication are crucial to ensure individuals are aware of how their personal information is being handled.

Note: Once you have informed a person, you should record that this conversation occurred in your notebook.

How do I collect the photograph?

Police collect photographs through various means, including, but not limited to:

- **Official Police photography** - in the course of official investigations or operations.
- **Surveillance cameras** - utilising surveillance cameras for public safety and crime prevention.
- **CCTV footage** - obtaining footage from public or private Closed-Circuit Television systems.
- **Police issued mobility devices** - collecting photographs with mobility devices as part of investigations, evidence or intelligence collecting, with proper authorisation. These photographs are subject to strict storage/deletion requirements. Photos can be taken within the Mobility applications Digital Notebook and OnDuty, or alternatively using the native iPhone camera. **Photos of tūpāpaku (deceased people) MUST NOT** be taken within or added to an OnDuty paperwork or Digital Notebook entry at this time. This includes any photographs taken in relation to a 1S investigation.
- **Custody unit cameras** - collecting photographs from fixed digital cameras in custody units. These cameras are designed to be used when processing individuals who have been arrested.

Proactively released by New Zealand Police

The means of collection is determined by the nature and location of the situation or investigation, the technology, and resources available at the time of collection and compliance with privacy considerations. Any collection of photographs should adhere to legal and privacy requirements.

Note: Where there are Police systems and/or technology available other than a Police-issued mobility device, Police should first utilise this when taking photographs of individuals. For example, contacting the forensic imaging section.

Decision to store and retain

We are committed to safeguarding individuals' personal information and their right to privacy by ensuring we meet our obligations associated with storing physical and digital photographs and videos appropriately.

What does 'store' mean?

Store refers to the location and/or system that the photograph will be kept. This may be a physical location such as a file, or a digital location such as NIA or IMT.

What does 'retain' mean?

Retain refers to how long a photograph is kept for. Photographs are subject to all relevant Police information management policies.

Where can I store photographs?

Photographs must be stored in the appropriate Police system to securely manage their use and retention. You must also record information that relates to the photograph for context including time, date, place, circumstance and whether it's an adult, child, or young person, and whether they were informed or if not, the reason why not.

Photographs **must not** be stored on Police issued mobility devices or on any personal devices or in personal drives (including OneDrive).

This is to ensure Police:

- maintain the security and privacy of sensitive personal information
- avoid duplication of photographs across multiple storage systems
- access and retrieve photographs when required.

STORING PHOTOGRAPHS OF MEMBERS OF THE PUBLIC	
Step	**Description**
1	**Transfer photographs from mobility devices to your OneDrive**: You must transfer any photographs taken on your Police mobility devices into your Police OneDrive within 30 days of the photograph being taken. It is recommended you have the automated syncing function set on your mobility devices to do this, alternatively it can be done manually. More information can be found here.
2.	**Save to the appropriate Police system**: Once photographs are transferred to the OneDrive, save them into the appropriate Police system, and ensure the appropriate contextual information is included in the file (add manually into the narrative if not captured by other means). **Contextual information** for a photograph of a member of the public **must** include: - the date, time, and location the photograph was taken - the lawful purpose for taking the photograph (as described in this instruction) - whether the photograph is an adult, child, or young person - whether they were informed, and if not, the reason why not. **Appropriate Police systems** for storing photographs of people are: - Investigation Management Tool (IMT) - for an ongoing investigation that is being managed in IMT. - National Intelligence Application (NIA) - for an existing case or an intelligence noting. The following are **unsuitable** for storing photographs of people: - Personal drive (H:) - Police issued mobility devices (beyond initial capture) - Emails - OneDrive - MS Teams (including within the chat function).
3.	**Delete photographs from OneDrive, email, and your iPhone.** OneDrive, email and your iPhone can only be considered temporary storage locations, used to capture, and facilitate the transfer of photographs into appropriate Police systems.

Can I store photographs in more than one place?

Yes, some Police systems that hold information are connected and may automatically store and retain the photograph. Or due to the nature of the photograph it may need to be sorted and retained in

multiple locations or files because, for example, it may be linked to several different investigations.

Note: Photographs captured on Police mobility devices can be deleted from the device ahead of uploading into appropriate Police systems if they are determined not to be relevant and/or necessary to retain. All other photographs captured must be stored in an appropriate police system so that retention and disposal of the photograph can be managed as per retention schedules and the Public Records Act 2005. Photographs must not be stored on personal or mobility devices or personal computers.

How long can a photograph be retained for?

Photographs must not be kept for longer than the purpose for which they were collected. If a photograph is not significant enough to save to an appropriate repository together with the appropriate contextual metadata, it must not be retained for 'just in case' purposes (IPP 9).

Photographs are subject to all relevant Police information management policies. Storing a photograph in the appropriate Police system means it can be retained and disposed of in line with the retention schedule aligned to the circumstances for its collection.

Decision to use and share

We are committed to using and sharing photographs in ways which uphold individual privacy rights while balancing legitimate policing purposes.

As a general rule, photographs are only used and shared (disclosed) for the purpose they were collected. Limitations exist for using and sharing photographs for other purposes: they can be used for a directly related purpose, or if permission is given from the person(s).

For example, if a photograph is taken for law enforcement purposes, it can be used again for law enforcement purposes where there is a justified need to maintain the law. If a photo is taken for care and protection purposes, it should not generally be used in a youth justice/law enforcement context. If the photograph is not needed and there is no lawful reason to retain it, it should be deleted from all devices and Police systems where it has been saved.

Police are also able to share authorised photographs with other agencies under Memorandums of Understanding (MOUs) and other local agreements, emphasising that police officers must ensure they comply with the Privacy Act 2020 and other relevant legislation.

There are exceptions that apply in certain circumstances:

You may use a previously collected photograph for another purpose if any of the following exceptions apply:

- the source of the information is publicly available
- the individual concerned has authorised the use
- the use is necessary to avoid prejudice against the law or assist court tribunal proceedings
- the use is necessary to prevent or lessen a serious threat to public health or safety, or the life or health of the individual concerned or another individual
- the individual concerned is not identified.

Decision making guidance for using/sharing photographs

Apply the CAN-I decision making framework to your decision making.

Firstly, understand the circumstances in which the photograph was originally obtained. Confirm the lawfulness of our original photo collection by identifying what the statutory authority or lawful purpose

and need was for taking the photograph. If you cannot determine this, seek supporting information from the OC on the matter to ascertain the intended purpose and need for the photo collection.

If you are still unable to establish the lawfulness of the photograph collection for your investigation or Court purposes, consider:

- discussing with your supervisor
- seeking advice from Legal Services
- contacting your local Police Prosecution Services.

Ensure you record the lawful purpose for using or sharing the photograph in your notebook.

Sharing of Screenshots

Information stored on secure Police systems (e.g., OnDuty, NIA or IMT) is private and sensitive. Copying and sharing this information in an unsecured way, such as sharing screenshots is an unacceptable practice that undermines the protections put in place to keep information safe. Sharing screenshots of information creates copies of information that will become an out-of-date duplicate of the trusted version in our systems of record.

Instead, share a link to where an image is saved in the system of record, or the NIA Person ID number for the person concerned, to avoid creating duplicate copies of the information and bypassing security protocols for accessing official information.

Photographs of deceased or badly injured individuals

Images of deceased individuals are particularly sensitive and must be treated with respect. Police must take care not to share or inappropriately handle photographs of badly injured or deceased individuals.

Decision to delete or dispose

We are committed to responsibly and regularly deleting and disposing of photographs in line with Police information management policies and our requirements under the Privacy Act 2020.

What does ‘delete’ mean?

Delete refers to the removal of the photograph from devices, personal drives, one drive, emails, MS Teams once it has been uploaded or filed in the appropriate storage location. This is usually the responsibility of the person who originally collected the photograph, received a copy of the photograph, or of the designated role dedicated to the review of photographs as part of an operation.

What does ‘dispose’ mean?

Dispose refers to the permanent erasure of the photograph from Police records or systems, ensuring that the photograph is no longer retained or accessible. This is usually the role of a supervisor or manager or where a public record is concerned the Chief Archivist. See ‘responsibilities’ in information management for further information.

When and why should I delete photographs?

When they have been stored in the appropriate Police system, they must be deleted from all places used to collect, use, or share photographs (e.g., mobility devices, other devices, email, OneDrive, and personal drives) within 30 days.

Images captured on a mobility device can be deleted if they are determined not to be relevant and there is no lawful reason to retain it.

Photographs must not be kept for longer than the purpose they were collected, so it is important that they are stored in the appropriate police systems to manage the retention and disposal of the photographs in accordance with legislation to keep Police safe and within the law.

Photographs of deceased persons must also be deleted immediately from mobility devices once uploaded to the appropriate repository and then deleted from all other temporary storage locations, including emails, OneDrive, MS Teams and personal drives.

Police must also regularly delete any photographs that have been saved, shared, stored, or received in

other locations such as emails, text messages, Microsoft Teams/other group chats, personal drives, USBs, or messages.

When should I dispose of a photograph?

Photographs must be securely disposed of based on retention schedules (within appropriate Police systems) to ensure we meet Privacy Act 2020 and Public Records Act 2005 requirements.

More information on the Police Retention and Disposal policy can be found here Retention and disposal of Police records.

Compliance checks

Police will undertake regular assurance activity (e.g., reporting, monitoring, assurance checks, audits) to ensure that it complies with obligations to delete all photographs that are no longer required for a lawful purpose.

Appendix A - Scenarios

Scenario 1 - Traffic stop

Circumstances:

- You are working late shift and stop a vehicle for exceeding the permanent speed limit by 45 km/h.
- You intend to issue the driver with a Suspension Notice at the roadside.
- The driver produces their driver's licence and you have been able to confirm their identity.
- A QP of the driver highlights that they have an alert for 'Uses or Carries Knife/Other Weapon'.

Are you able to take a photograph of the driver to prove service of the suspension notice?

CAN-I?

A - What is the statutory authority or lawful purpose for taking the photograph?
N - Why is a photo necessary?
I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
Land Transport Act 1998 - The Land Transport Act provides authority to stop the vehicle for Land Transport Act purposes. It does not provide authority to photograph vehicle occupants. - Privacy Act principles guide whether you can take a photograph of the driver. - You must be able to articulate a lawful policing purpose connected to a Police function (s.9 Policing Act 2008) and explain why taking the photo is necessary.	- The driver's identity is not in question as you have already confirmed that via their driver's licence photograph. - If serving a physical copy of a notice on the driver you may take a photograph of the person with the notice as proof of service. - Note: If serving an infringement notice or any other electronically generated notice which is issued to a driver via postal service, you do not have authority or lawful purpose to take a photograph of the driver at the roadside for the purpose of proof of service of the document - If an arrestable/summonable offence is committed at any stage, photographs can be taken under s.32 or s.33 Policing Act 2008. You would also have **Authority** and **Need** to photograph the driver in **Circumstances** where: - you cannot confirm the driver's identity (you should consider other ways than their driver's licence), OR - you suspect an offence has been committed (and you do not yet want to/cannot arrest), **AND** - you need to collect evidence to support your law enforcement actions - you must be able to clearly state (and record) your reasons. A gut feeling or 'just in case' is not enough.	If you are taking a photograph based on the circumstances in the **Need** tab: - Inform them that you are taking their photograph, the reason why, and who will use it.

Answer

The **Circumstance**, **Authority** and **Need** mean you may take a photograph of this person.

Scenario 2 - Youths in a Park

Circumstances:

- You are working night shift and at about 0200 hours you are patrolling your local area and notice a group of four young persons hanging out in a park.
- You approach the group, none of them are known to you. They do not want to engage with you or provide you with their name or other details.

- Most of the group appear to be approximately 15 years of age, with one younger, possibly 12 or 13 years of age.

Are you able to take their photographs?

CAN-I?

A - What is the statutory authority or lawful purpose for taking the photograph?

N - Why is a photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
Oranga Tamariki Act 1989* ** S.48 for care and protection steps* - The Oranga Tamariki Act does not provide statutory authority to take photographs of children or young persons. - Privacy Act principles guide whether you can take a photograph of these children/young persons. - You must be able to articulate a lawful policing purpose connected to a Police function (s.9 Policing Act 2008) and explain why taking the photo is necessary.	In this circumstance, there is no reasonable possibility that photographs of the child/young persons could be relevant to a particular or likely investigation. - If you think the physical/mental health of the child/young persons is being, or likely to be, impaired if left in this situation, **AND** - You are unable to return them to their home address with their consent, - You may need to place them in the custody of Oranga Tamariki's Chief Executive (via their delegate).	The **Circumstance**, **Authority** and **Need** mean you should not take photographs of the child/young persons. However, you could still inform them that you are just checking to ensure they are safe and have a way to get home.

Answer

The **Circumstance**, **Authority** and **Need** mean you should **not** take photographs of the child/young persons.

There is no reasonable possibility the photographs of the child/young persons could be relevant to a particular or likely investigation.

Scenario 3 - Stolen Car

Circumstances:

- You are working night shift, and you locate a vehicle in a suburban street that had been reported

stolen earlier in your shift.

- A witness has observed four young people getting out of the vehicle, one wearing a blue baseball cap.
- On arrival, you find four young persons in the vicinity of the car, and a blue baseball cap on the ground nearby.
- You engage with the young persons. They provide their details, and you confirm all are 16 years of age; they deny being in the vehicle and don't know who the cap belongs to.
- An arrest cannot be justified under s.214 Oranga Tamariki Act 1989 at this stage.
- CCTV footage from the scene of the unlawful taking will be available in 24-48 hours which may or may not confirm their involvement.

Are you able to take a photograph of the four young persons?

CAN-I?

A - What is the statutory authority or lawful purpose for taking the photograph?

N - Why is a photo necessary?

I - Is it appropriate to tell the person?

Remember:

- Children and young persons are afforded special considerations.
- They cannot be treated in the same way as adult offenders.
- Consider whether there is benefit in engaging with their parents/guardians/other persons usually having their care before CCTV can confirm (or rule out) their involvement. You will need to engage them if CCTV confirms their involvement.

AUTHORITY	NEED	INFORM
S.9 Policing Act 2008* **Maintaining public safety, law enforcement, crime prevention, and community support and reassurance* - Privacy Act principles guide whether you can take photographs of these young persons (suspects in the investigation. - You must be able to articulate a lawful policing purpose connected to a Police function (s.9 Policing Act 2008) and explain why taking the photo is necessary.	- There is clearly a reasonable possibility these young persons are relevant to your investigation. - Photographs are needed as part of your evidence collection (for comparison to CCTV footage - which is 48 hours away).	- Inform them that they are part of an investigation unless exceptions apply e.g., if informing them would undermine the purpose of the collection. - Ensure they understand (using language that is appropriate for their age) that you are taking their photograph, the reason why, and who will use it. - Advise them that their photographs will be destroyed if it becomes evident there is no link between them and the stolen car.

Answer

The **Circumstance**, **Authority** and **Need** mean you can take photographs of these young persons (suspects in the investigation).

- There is clearly a reasonable possibility these young persons are relevant to your investigation.
- Photographs are needed as part of your evidence collection (for comparison to CCTV footage - which is 48 hours away)

Scenario 4 - New youth offender in town

Circumstances:

- You are working early shift, and it is the school holidays.
- While patrolling in the CBD, you speak to a group of young persons and discover one has recently moved into the area. You recall from colleagues that this young person is known for burglaries in another district.
- There has been an increase of burglaries in your area recently, with no current suspects.
- You decide to submit an Intelligence Noting about this young person.

Are you able to take a photograph of them and their associates to add to the Intel noting?

CAN-I?

A - What is the statutory authority or lawful purpose for taking the photograph?

N - Why is a photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED
- There is no statutory authority to take photographs of children or young persons in this situation. - The Privacy Act principles guide whether you can take a photograph of children or young persons. - You must be able to articulate a lawful policing purpose connected to a Police function (s. 9 Policing Act 2008) and explain why taking the photo is necessary.	- There is no direct link between these young persons and the burglaries occurring in the area. - Therefore, there is no reasonable possibility the photograph will be relevant to a particular or likely investigation. - Record their details, and the circumstances along with their descriptions as an intelligence noting in NIA.

Answer and information

The **Circumstance**, **Authority** and **Need** mean you should **not** be taking any photographs of the young persons.

- record their details and the circumstances along with their descriptions as an Intelligence Noting in NIA.

A variance of these **Circumstances** that would provide you with **Authority** and **Need** would be if:

- you have a direct link between the young person and the burglaries (linked to a specific investigation currently underway)
- the photograph is relevant (provides value) to that investigation
- you must be able to state (and record) your reasons - a gut feeling or ‘just in case’ are not enough.

Scenario 5 - Taking photos of a young person at a search warrant

Circumstances:

You receive information to indicate a young person is the offender in a burglary. You attend at their home address to execute a search warrant for stolen property and clothing. The young person is present at the time you attend. You suspect the young person has been involved in other burglary offences in the area, but you currently have nothing to directly connect them to any specific offences. During the warrant you locate property that appears to be evidence to connect this young person to the burglary offence.

Can you take a photo of this young person?

CAN-I?

A - What is the statutory authority or lawful purpose for taking a photo of the young person?

N - Why is the photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
- You have not arrested this young person for burglary (or another offence), so there is no statutory authority under the Policing Act 2008 to take their photo. - You may have statutory authority under the Search & Surveillance Act 2012 to take their photo. - If authority under the Search & Surveillance Act 2012 does not apply, you must be able to articulate: - a lawful Policing purpose (under s.9 Policing Act 2008) - the need to take the photo of the young person.	- There is more than a reasonable possibility the young person is relevant to your investigation. - You may require a photo of the young person as part of your evidence collection, e.g., to compare to CCTV footage.	- If you take their photo you must inform them at the time (or soon after) that you are taking it, why you are taking it, and how it will be used (including that it could be used for future law enforcement purposes). - It is unlikely in this scenario that you could forgo informing them, e.g., it would not likely prejudice the investigation, put anyone at risk or be impractical to inform them. - Use language appropriate to their age, culture and intellectual ability so they understand. Remember young people are afforded special considerations under law. - Inform the young person's parents or guardians if practicable to do so.

Answer

If you have statutory authority under the Search & Surveillance Act 2012 or can articulate the lawful purpose and need for taking a photo of the young person (e.g., evidence collection or relevant in another way to your investigation), you can take the photo. You must record that information in your notebook. Take steps to inform the person and parents if practicable. Once the photos have been transferred from your iPhone into the occurrence/appropriate system of record, you must delete them from your iPhone.

Scenario 6 - Youth offender committing multiple offences

Circumstances:

- A young person is apprehended by Police after committing a burglary at a residential address. A photo is taken of the young person as part of the evidence collection for that offence and is

attached to the file.

- You note a number of other burglaries were reported in the days leading up to the above offence and in the same Policing area have a similar MO. You suspect the same offender is the responsible for these other offences.

Can you use the existing photo of this young person in your investigation of the other burglary offences?

CAN-I?

A - What was the statutory authority or lawful purpose for taking a photo of the young person?

N - Why is use of the photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
- Unless the young person was arrested for the burglary offence, the photo was not taken under a statutory authority. - Privacy Act principles will have guided the lawfulness for taking the photo. - You can confirm the photo was lawfully collected for a specific, necessary and lawful Policing purpose (law enforcement) and will be used to support enforcement of other recent burglary offences you suspect the offender has committed.	- You need to use the existing photo to advance your investigation into the other recent burglary offences. There is a justified need to use the photo to maintain the law.	- You are not required to inform the young person of the use of the photo

Answer

You are comfortable there was a lawful purpose and need for taking the original photo of the young person and you intend to use it for directly related law enforcement purpose (as evidence of offending), therefore you can use the photo. You must record the circumstances and need for re-use of the photograph in your notebook.

Scenario 7 - Use of photo of young person taken in relation to previous offences

Circumstances:

- You are called to attend an assault in the CBD. The offender is not known to the victim and has decamped. CCTV footage exists but is not immediately available.
- A colleague recalls seeing a young person they recognised in the CBD earlier in the night and thought they vaguely matched the description of the offender, as given by the victim. Your

colleague provides you with the young person's details.

- You do a NIA check of the young person your colleague spoke to you about. You view the (shoplifting) occurrence your colleague mentioned, noting the young person was dealt with by Youth Aid, and that a photo of the young person is attached to the occurrence.

Can you use the existing photo of this young person in your investigation of the assault from overnight?

CAN-I?

A - What is the statutory authority or lawful purpose for taking a photo of the young person?

N - Why is the photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
- Unless the young person was arrested for the shoplifting offence, the photo was not taken under a statutory authority. - Privacy Act principles will have guided the lawfulness for taking the photo. - Use of the photo is necessary to uphold or enforce the law and it will be reused for a law enforcement investigation.	- In other circumstances, if you were not able to confirm the lawful purpose for which the photo was originally taken, contact the O/C or the person who took the photo to confirm the lawful purpose and need for taking the photo. - There is a justified need to use the photo to maintain the law.	- You are not required to inform the young person of the use of the photo

Answer

Having read the NIA occurrence you have reasonable confidence that the photo was lawfully obtained and that you need to use it to support your investigation into the assault. You must record the circumstances and the need to re-use the photograph to support your law enforcement investigation in your notebook.

Scenario 8 - Taking photos of young persons for Intel purposes

Circumstances:

Over the past six months, a group of children/young people have been committing offences in the CBD of

your policing area. Police have had difficulty establishing the identities of these individuals.

On late shift, you deal with a group of 12-15-year-old children/young people who a witness states were ‘looking to start a fight’ at the bus depot. You don’t have enough evidence to arrest/refer any of them to your district Youth Aid team. You think this is the group responsible for the other offending occurring in the CBD. Some refuse to give you their details, others give details you are unable to confirm immediately. You want to take photos of these children/young persons and confirm their details as that will be helpful when this group are next dealt with by Police.

Can you take photos of these children/young people for Intelligence purposes?

CAN-I?

A - What is the statutory authority or lawful purpose for taking a photo of the young person?

N - Why is the photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
- Unless you arrest any of these children/young people, you do not have statutory authority to take their photographs. - Privacy Act principles will guide the lawfulness for taking these photos. - You must be able to articulate the reasonable possibility that these photos will be relevant to a particular or likely investigation.	- In this case you do not have sufficient evidence to commence an investigation into any offending. - You must be able to articulate a reasonable possibility that the photos will be relevant to a particular or likely investigation.	- If, in other circumstances you decided to take a photo of the young people, you must inform them at the time (or soon after) that you are taking it, why you are taking it, and how it will be used (including that it could be used in future for law enforcement purposes). - Use language appropriate to their age, culture and intellectual ability so they understand. - If you are unable to make prior contact with family, whanau, or person usually having their care, take the photo and make further efforts to contact them before taking any further action. - You can forgo informing them if doing so would be prejudicial to the maintenance of the law or would prejudice the reason for collecting the information (or would meet one of the other notification exceptions - see section 22 (IPP3) Privacy Act 2020.

Answer

In these circumstances there is no lawful purpose to take photographs of these children/young people as they cannot be connected to a particular or likely investigation, and they have not committed any offences on this day.

Police cannot casually photograph children or young persons who are not engaged in conduct that would warrant intervention. Children/young persons are afforded special considerations under law. We must be fair and mindful of their age and capacity when considering how we intend to collect information and the level of intrusion into their lives.

Scenario 9 - Taking full length photo of offender

Circumstances:

- You arrest an offender for burglary and deliver them to your district custody suite for processing
- You want to provide details to your district Intel and ISU teams as you believe this person is an active burglary offender, but you cannot yet link them to other offences in the area
- You think an additional full-length photo added to a NIA noting could be beneficial for potential future investigations.

Are you able to take a photograph of this person for Intelligence purposes?

CAN-I?

A - What is the statutory authority or lawful purpose for taking a photo of the young person?

N - Why is the photo necessary?

I - Is it appropriate to tell the person?

AUTHORITY	NEED	INFORM
- You have statutory authority to take a post-arrest photo for identifying particulars. - Privacy Act principles guide whether you can take a full-length photograph of this person for Intelligence purposes. - You must be able to articulate a lawful Policing purpose connected to a Police function (s.9 Policing Act 2008) for taking a photo.	- In this circumstance, you cannot articulate how the photo will be relevant to a particular or likely investigation. - In other circumstances you may be able to articulate why the photo is necessary to achieve your lawful purpose (e.g., distinctive clothing or tattoos match descriptions provided of offenders seen at other burglary scenes - giving a direct link to **a particular or likely investigation**).	- Not applicable in this scenario

Answer

The Circumstance, Authority and Need mean you should not take a full-length photo of this person.

Appendix B - Common Operational Situations

Can I take a photograph or video in any of these situations?

Person(s) recording me

Circumstances	- You are working night shift and are called to a disorder incident in the CBD. While dealing with the offenders you notice a bystander videoing you with their mobility device.
Authority/lawful purpose	- Privacy Act principles guide whether you can take a photograph in this circumstance. To be consistent with the Privacy Act, taking the photograph must be for a purpose connected to a Police function (s.9 Policing Act 2008).
Need	- You can only take a photograph or video when you have reasonable grounds to believe the person's behaviour: - poses a threat, **OR** - is obstructing you in the performance of your duty.
Inform	- Unless an exception applies, if there is a need you should inform the person that you are taking their photograph, the reason why, and who will use it.

Demonstrations

Circumstances	- There is a large demonstration planned against a visiting VIP. You are being deployed to work at the demonstration
Authority/lawful purpose	- Privacy Act principles guide whether you can take a photograph in this circumstance. To be consistent with the Privacy Act, taking the photograph must be for a purpose connected to a Police function (s.9 Policing Act 2008). Authority lies with the Operation Commander
Need	- You can take photographs or video footage of demonstrators if you believe (based on facts you can articulate) there is a reasonable possibility of disorder occurring. - Photographs or video footage is needed to assist in providing evidence, identifying suspects, protecting against unjustified complaints, and/or exerting a controlling influence on Police's behaviour.
Inform	- It is likely an exception will apply in this circumstance - i.e., it is not practical to inform demonstrators. - If you later determine the photographs or video footage are not relevant to any likely or specific investigation and there is no lawful reason to retain it, they should be deleted from mobility devices.

Missing Young Person

Circumstances	- A young person has been reported missing by their family. This young person is a frequent runaway, having been missing from their home address on multiple occasions, sometimes for significant periods of time. - Family and Police do not know where this young person goes or who they are with when they run away, giving concern for their safety and wellbeing.
Authority/lawful purpose	- S.9 Policing Act 2008, Oranga Tamariki Act 1989 - Privacy Act principles guide whether you can take a photograph in this circumstance. To be consistent with the Privacy Act, taking the photograph must be for a purpose connected to a Police function (s.9 Policing Act 2008). - Where safety or wellbeing concerns for a young person exist, there may be justification for taking their photograph. This justification must be considered on a case-by-case basis.
Need	- If the family/person reporting this young person missing cannot provide a recent photograph of them, you would be justified in this circumstance in taking the young person's photograph when they are located. - It will assist Police to quickly identify and track down this young person should they continue to run away from home.
Inform	- Inform the young person and their parent/guardian/other person usually having their care that you are taking their photograph, why you are taking their photograph, and who will use it. - **Remember:** Photographs taken for care and protection purposes cannot then be used for law enforcement purposes. Note this limitation in our records. - Any photograph(s) will need to be deleted when the young person's behaviour no longer gives cause for concern for their safety or wellbeing. - If at any stage the photograph is no longer representative of how the young person looks, it should be handed back to the family or destroyed.

Appendix C - Roles and responsibilities

All Police employees, contractors and volunteers are required to:

- familiarise themselves with the Information Privacy Principles contained within the Privacy Act 2020
- treat sensitive personal information such as photographs of members of the public with dignity and respect
- ensure photographs of members of the public are collected, used, saved, and destroyed in accordance with proper authorisation
- promptly and securely store photographs of members of the public in the appropriate Police systems
- ensure photographs of members of the public are protected and follow Police procedures for release of information
- seek assistance from the Chief Privacy Officer or PNHQ Legal Services if you are unsure about any aspect of the management of photographs.

The following table outlines key Police roles with responsibility for ensuring this instruction is followed:

Role	Responsibility
Commissioner	Ensures compliance with the requirements of the relevant legislation including the Policing Act 2008, Search and Surveillance Act 2012 and the Privacy Act 2020.
Executive Sponsor for the management of photographs of members of the public (Deputy Commissioner Northern Districts)	Has strategic and managerial responsibility for overseeing management of photographs of the public at Police: - champions importance of managing photographs in accordance with the Privacy Act 2020 and other relevant legislation (including the Public Records Act 2005) at Executive and senior leadership levels - ensures the management of photographs of members of the public is aligned with Police strategic objectives, and is integrated into work processes, systems, and services - ensures the resources needed to support this chapter are known and sought in funding decisions - ensures Police employees with appropriate skills are available to implement this chapter.

Chief Information Officer	Supports the Executive Sponsor by: - monitoring and reviewing information and records management to ensure it is implemented and is meeting business needs - leading development and implementation of information and records management strategy and instructions - ensures compliance with the requirements of the Public Records Act 2005 - leading development and implementation of fit for purpose digital tools and resources that meet business needs - overseeing resourcing, capability, and monitoring in relation to information and records management.
Chief Information Security Officer (CISO) and Chief Privacy Officer (CPO)	- Establishes security and personal information instructions, processes and standards that reflect responsibilities in the lifecycle of the management of photographs. - Provides guidance that demonstrates the connections between the security and privacy of the personal information of members of the public. - Facilitates and supports the involvement of all districts, service centres and PNHQ in the reporting, evaluating, and understanding performance in managing security and privacy risks relating to the personal information of members of the public.
Senior Assurance Manager	- Leads the development and implementation of assurance instructions and guidelines, and associated processes for identifying and managing risk and matching controls, in support of strengthening the assurance culture. - Provides guidance on the management of key risks relating to the management lifecycle of photographs of members of the public. - Ensures there is appropriate assurance monitoring of the life cycle of photographs of members of the public. - Facilitates and supports the involvement of all districts, service centres and PNHQ in the reporting, evaluating, and understanding performance in managing risks relating to the management of photographs of members of the public.
District Commanders	Ensure adequate resources are made available to implement this chapter within the district and that all employees within the district have the necessary training to be able to give effect to this chapter and that their performance is monitored in relation to compliance with this chapter.
Directors	Ensure adequate resources are made available to implement this chapter within their business units and that all employees have the necessary training to be able to give effect to this chapter and that their performance is monitored in relation to compliance with this chapter.

Manager Information Capability	Supports the Chief Information Officer by: - developing information and records management instructions - ensuring all employees are aware of this chapter and know their information and records management responsibilities - ensuring appropriate training on information and records management is available for employees - promoting improvements in the lifecycle management of information and records - implementing audit and monitoring processes for regular assessment of performance against this chapter.
Managers/Supervisors	- Ensure they and their employees are aware of this chapter and know and fulfil their responsibilities regarding the management of photographs of members of the public. - Ensure their employees are trained, both at induction and in the context of their ongoing roles, to fulfil their photographs of members of the public management responsibilities. - Ensure their employees' performance is monitored in relation to compliance with this chapter.

Note: A reference in this section to an employee includes a contractor or volunteer engaged by or on behalf of the manager.

Appendix D - Definitions

Term	Meaning
Child	A person under the age of 14 years.
Children and young people	A generic term used in this chapter to cover children and young persons.
Disposal	The final action concerning the fate of records, for example retention, destruction, or transfer to archives.
Identifying particulars	Any or all of the following: - a person's biographical details, e.g., name, address, date of birth - a person's photo or visual image - impressions of the person's fingerprints, palm-prints or footprints. (s32(5)) The definition does not extend to: - identifying material, e.g., buccal swabs, blood, or hair samples - identifying information, e.g., driver's licence or passport.
Lawful purpose	Collected for a lawful purpose connected with a Police function or activity.
Police Retention and Disposal Schedule	Police's core disposal schedule covering our principal functions and operations. It is broken into an Offence Schedule and a Non-Offence Schedule.
Sensitive personal information	'Sensitive personal information' means information about an identifiable individual that has significance to them. The individual does not have to be named in the information. Information can be 'personal information' even if the individual is only identifiable with the use of extrinsic information or knowledge.
Tikanga Māori	Way(s) of doing and thinking held by Māori to be just and correct

Unsolicited information	Information Police has not proactively asked for or set up a system to collect. Police are not obliged to comply with general principles regarding the collection of unsolicited information, however Police should apply critical thinking to whether there is value in retaining it. If retained, Police must comply with all other Privacy Act obligations such as keeping information secure and destroying the information once we no longer have a purpose for retaining it.
Young person	A person between the age of 14 and 17 inclusive.