

## **Authorised Access to Certain Names and Addresses held on the Motor Vehicle Register**

Person: Trisan Holdings Limited T/A Imperium IQ

Purpose(s):

To access personal information from the motor vehicle register to provide to persons (portal users):

- a. To send notices to the registered person where a vehicle has been parked in a car park enforcement of which is managed by Trisan Holdings Limited in breach of the parking terms and conditions.
- b. To trace persons registered in respect of motor vehicles where the occupants exit a carpark managed by Trisan Holdings Limited without paying for parking, in breach of the parking terms and conditions.
- c. To trace a registered person of a motor vehicle where there is clear footage of:
  - i. the motor vehicle causing damage to property in a carpark managed by Trisan Holdings Limited; or
  - ii. an occupant of that motor vehicle entering or leaving the vehicle and of the occupant causing damage to property in a carpark managed by Trisan Holdings Limited.

Term: The authorisation is valid for a period of 5 years commencing 14 May 2021 and ending at midnight on 13 May 2026.

### **Conditions**

The authorisation is subject to the following conditions:

1. Trisan Holdings Limited must only access personal information for the Specified Purposes.
2. Clear signage must be present in a Trisan Holdings Limited car park indicating the presence of CCTV cameras and that registration plates can be searched for the Specified Purposes.
3. Personal information obtained under this authorisation:
  - a. must not be disclosed to any other person unless it is necessarily incidental to achieving a Specified Purpose; and
  - b. must not be kept for longer than is necessary for a Specified Purpose.
4. Trisan Holdings Limited must have adequate systems and policies in place that prevent access or use of personal information that is not authorised under this notice (unauthorised access) from occurring.
5. If Trisan Holdings Limited suspects that unauthorised access has occurred, Trisan Holdings Limited must notify Waka Kotahi as soon as practicable and no later than seven days after forming a suspicion.
6. If Trisan Holdings Limited finds that unauthorised access has occurred, Trisan Holdings Limited must immediately notify Waka Kotahi and the Privacy Commissioner.
7. Access must be restricted solely to Trisan Holdings Limited staff for whom authorised access is essential to achieving a Specified Purpose, and who have completed training in accessing personal information in accordance with section 241 and the terms of this notice.
8. All staff with access must complete a refresher training course no later than 12 months after the date that they last completed the training course.
9. Trisan Holdings Limited must keep a record of every time it accesses the motor vehicle register, for a period of at least 18 months from the date of access, that must include:
  - a. the date the motor vehicle register was accessed; and
  - b. the relevant plate number for the information accessed; and
  - c. the purpose for which the portal provider accessed the information.
10. Records and details of staff training must be made available to Waka Kotahi on request, as soon as practicable. Trisan Holdings Limited must also provide such information as Waka Kotahi reasonably considers relevant to determining whether and how Trisan Holdings Limited complies with these conditions.
11. Trisan Holdings Limited must pay the applicable fees for accessing the motor vehicle register.

12. If Trisan Holdings Limited breaches any conditions, then Waka Kotahi may immediately suspend or cancel Trisan Holdings Limited's access to personal information on the motor vehicle register (under section 241(6) or (2)).

Nothing in this notice affects Trisan Holdings Limited's obligations under the Privacy Act 2020.