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New Zealand

OIA-2024-4897

17 February 2024

[REDACTED]  
[REDACTED]

Dear [REDACTED]

I refer to your email of 17 January 2024, requesting information about *'the NZDF policies around amending military records for former service personnel'*. Your request has been considered in accordance with the Official Information Act 1982 (OIA).

The New Zealand Defence Force (NZDF) follows standard public sector practice concerning the management of personal information in accordance with the Privacy Act 2020 and the Public Records Act 2005.

Defence Force Instruction 7.2, Part 3, Chapter 3, provides the NZDF policy for the management of personal information. The following extract concerns correcting personal information:

**3.3.9 Correcting personal information**

- a. *An individual may request that their personal information recorded by the NZDF be corrected.*
- b. *Personal records may be corrected, but, where information is not corrected, the statement requesting the correction is to be added to the personal records in the appropriate place.*
- c. *Corrected information must also be provided to individuals and agencies with whom this information has been disclosed where it is reasonably practicable to do so.*

This policy is in line with the Privacy Act 2020. As noted above, if an individual believes that their military records contain inaccurate information, they have the right to request correction of that information as per section 22, Principal 6(2) of the Privacy Act.

The Public Records Act 2005 sets out the requirements for the creation, management, and disposal of public records in New Zealand. It highlights the importance of maintaining accurate and reliable records. Altering a public record is a disposal method under section 20 of the Public Records Act 2005.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request may be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

**AJ WOODS**

Air Commodore

Chief of Staff HQNZDF