

# interRAI software privacy and security guidelines

## Your responsibilities when handling client health information

When you use the national interRAI software system you have access to client health information. Please ensure that you understand and uphold you and your organisation's obligations under the [Privacy Act 2020](#) and the [Health Information Privacy Code 2020](#).

## The system keeps an audit trail

The national interRAI software system keeps a comprehensive record of your activity on the system; this record is linked to your **User Id**. Your use of the national interRAI software system may be subject to audit.

Even if you only view a record on the **Overview** page, the system's audit report logs your access to the client record as 'record viewed'.

You must only access and use information that you need to perform your duties. If an audit finds you have accessed or used information inappropriately, your access to interRAI may be suspended pending further investigation. This may lead to a disciplinary process and could impact on your professional registration.

In some organisations, multiple users provide care for a client. These organisations are asked to establish transparent processes to ensure they proactively meet audit access requirements to the national interRAI software system. For more information about this process, or to ask an interRAI Systems Clinician to help establish this process, email [interRAI@tas.health.nz](mailto:interRAI@tas.health.nz)

## Computer security guidelines

The national interRAI software system has an automatic timer: if you have not clicked on one of the system's links or buttons for 90 minutes, your session will expire.

To help protect information stored on the system, please follow these guidelines:

- Don't share your **User Id** or **Password** with anyone.
- Don't leave your **User Id** or **Password** written down anywhere that other people can see it.
- Make sure others can't guess your password from other information they know about you.
- Don't enable your browser's auto-complete function for the interRAI login page.
- Don't use public wi-fi to access the interRAI software system.
- Don't access interRAI on your personal computer or devices.
- If you need to step away from your computer while using interRAI, log out.
- Don't leave an assessment in checked-out mode for more than three working days.
- Mark an assessment 'complete' within three working days of assessing a client.

Any concerns or queries regarding a possible access breach or a system security issue please contact **National Software Services: 0800 10 80 44 option 2** or email [interRAI@tas.health.nz](mailto:interRAI@tas.health.nz)