Te Tari Taiwhenua
Internal Affairs

Information Matching Agreement

between

The Registrar-General
Births, Deaths and Marriages
Department of Internal Affairs

and

MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

The Secretary for Education
Ministry of Education

BIRTH INFORMATION AND DEATH INFORMATION MATCHING

June 2020

1. Agreement

This Information Matching Agreement is made:

between: The Secretary for Education, the Ministry of Education (MoE)

and: The Registrar-General of Births Deaths and Marriages (BDM), the Department of Internal Affairs (DIA).

2. Background

2.1. The Registrar-General of Births Deaths and Marriages (BDM), the Department of Internal Affairs (DIA), and the Secretary for Education, the Ministry of Education (MoE), signed an Information Matching Agreement in April 2009 ("the 2009 Agreement") to facilitate the disclosure of Birth Information registered in New Zealand.

2.2. The 2009 Agreement was made pursuant to section 78A and Schedule 1A of the Births, Deaths, Marriages and Relationships Registration Act 1995 and pursuant to section 99 of the Privacy Act 1993.

2.3. The Parties have agreed to make changes to include additional Birth Information and Death Information in the Agreement, as in the two tables below:

Birth Information:
Birth Place
Citizenship By Birth Status
First Names (Name Changes)
Surname (Name Changes)
Date Last Used (Name Changes)
Original First Names
Original Surname
Child - First Names (Long Names)
Child - Surname (Long Names)
Name Changes - First Names (Long Names)
Name Changes - Surname (Long Names)
Original - First Names
Original - Surname
Registration Number

Death Information:
First name (Deceased)
Surname (Deceased)
First names (B) (Deceased)
Surname (B) (Deceased)
Date of Death
Sex
Birth Date
Place of Birth
Registration Number

MoE_____

BDM_____

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2.4. The uses of this information by the MoE are documented in clause 4.3 of the Technical Standards Report in Schedule 1 of this Agreement.

2.5. In consideration of the changes proposed and to those already made, through a January 2013 Variation of the Technical Standards Report (the Variation), the Parties agree the best course of action is to make a new Agreement dated June 2020. This new agreement will supersede the 2009 Agreement and the January 2013 Variation.

3. Purpose of this Agreement

3.1. The purpose of this Agreement is to provide a framework for the supply of Birth Information (including name changes) and Death Information by BDM to the MoE to allow the MoE to verify and update the student information on the National Student Index. This Agreement only relates to the supply and matching of information from the BDM Birth Register and Death Register.

3.2. This Agreement is made pursuant to section 78A and Schedule 1A of the Births, Deaths, Marriages and Relationships Registration Act 1995.

3.3. Schedule 1A of the Births, Deaths, Marriages and Relationships Registration Act 1995 provides for the MoE to request and be supplied with birth information, name change information, and death information. Name change information is part of a person's Birth Information record.

3.4. This Agreement defines the terms and conditions under which the Parties are permitted to exchange information and states the respective obligations of each Party.

3.5. The Parties note that sharing of personal information between New Zealand public sector agencies must be done in accordance with the Privacy Act 1993.

3.6. This Agreement is the information matching agreement required by section 99 of the Privacy Act 1993.

3.7. The Parties believe that the provisions of this Agreement are at least as onerous on them as the Information Matching Rules that are found in Schedule 4 of the Privacy Act 1993. If, however, any provision of this Agreement is held less onerous than its corresponding provision in the Information Matching Rules, then the Parties shall comply with the relevant rule.

MoE_____

BDM_____

Definition of Terms

In this Agreement, unless the context otherwise requires:

"Agreement" – means this Agreement and its schedules including the Technical Standards Report, and any variation reports made by the Parties.

"BDM" – means Births, Deaths and Marriages, a part of the Department of Internal Affairs.

"Birth Information" – is the information contained within the Birth Registration file.

"Birth Register" – being the database of persons whose births have been registered in New Zealand.

"Birth Registration file" – is the file (or part of the file) made up of birth Records supplied by BDM to MoE, in relation to persons whose births have been registered in New Zealand.

"Death Information" – is the information contained within the Death Registration file.

"Death Register" – being the database of persons whose deaths have been registered in New Zealand.

"Death Registration file" – is the file (or part of the file) made up of death Records supplied by BDM to MoE, in relation to persons whose deaths have been registered in New Zealand.

"Effective date" – the date on which the parties signed this Agreement.

"Information Matching Rules" – means the rules set out at Schedule 4 of the Privacy Act 1993.

"Match" – means NSI information held by the MoE and corresponds with Birth Information and Death Information supplied by BDM about the same person; and "Matches", "Matching" and "Matched" have corresponding meanings.

"MoE" – means Ministry of Education.

"National Student Index (NSI)" – means the MoE IT system used to create, store and retrieve the National Student number.

"Party" – means BDM or the MoE and "Parties" has a corresponding meaning.

"Programme" – means the information matching programme authorised by section 78A and Schedule 1A of the Births, Deaths, Marriages and Relationships Registration Act 1995, and established by this Agreement.

"Record" – means information from the each of the Births and Deaths Registers relating to a birth or death and "Records" has a corresponding meaning. "Technical Standards Report" – the report or reports attached to this Agreement containing detailed technical standards to govern the operation of the Programme.

Terms defined in section 97 of the Privacy Act 1993 shall have the same meaning in this Agreement as they do in that enactment.

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4. Term and Termination

4.1. This Agreement comes into force on the Effective Date and shall continue in force from that date onwards, unless the Secretary for Education or the Registrar-General terminates the Agreement by giving three (3) months written notice.

5. Notice to Persons Affected

5.1. Each Party must take all reasonable steps, which may include public information on departmental websites, to ensure that the individuals who may be affected by this Programme are notified of its existence.

5.2. The Parties agree that each will inform the other Party and allow that Party to comment on any proposed publicity relating to this information matching programme.

6. Request and Supply of Birth Information and Death Information

6.1. Requests for Birth Information and Death Information from BDM shall only be made by the Chief Data Steward, the MoE, or the Chief Data Steward's appointed representative.

6.2. Requests shall be limited to the information about Birth Register and Death Register entries as set out in the Technical Standards Report and made within a specified date range on the BDM Birth Register and Death Register.

6.3. BDM will take all reasonable steps to comply with requests for the supply of Birth Information and Death Information as soon as practicable.

6.4. Requests under 6.1 may include requests for periodic supply of information for the duration of this Agreement.

7. Unique Identifiers

7.1. The Registrar-General will supply the MoE with the birth or death registration number for the purpose of:

- identifying deceased persons where a birth registration contains a death registration number;

- clearly identifying a BDM record should it be necessary for the MoE to seek further clarification regarding that registration from the Registrar-General; and/or

- ensuring that where multiple NSI results are returned from the matching process these results are managed within NSI to ensure they are matched against the correct BDM record during the manual matching process.

- Matching subsequent receipt of the same birth registration number against the NSI record that was matched during a previous matching process to receive name changes and death notifications.

7.2. The MoE will not assign the birth or death registration number to an individual as a unique identifier.

8. Security of Information

8.1. The MoE will make all reasonable arrangements to maintain the security of the Birth Information and Death Information supplied by BDM, by protecting it against such risks as unauthorised access, collection, use, disclosure and disposal.

MoE_____

BDM_____

8.2. The MoE will advise BDM immediately of any circumstances, incidents or events that to its knowledge have jeopardised or may in future jeopardise the privacy of individuals subject to this Programme; or the security of any computer system in its custody that is used to store or access the Birth Information or Death Information.

8.3. If BDM reasonably believes that the privacy of individuals subject to this Programme has been or may be breached, then it may suspend the operation of this Programme to give the Parties the opportunity to remedy the breach or possible breach.

9. No New Databank

9.1. The Parties will not permit the information used in the Programme to be linked or merged in such a way that it creates a new separate permanent register or databank of information about all or any of the individuals whose information has been subject to the Programme.

9.2. Clause 9.1 does not prevent the MoE from maintaining a register for the purpose of excluding individuals from being selected for the Programme, but such a register shall contain only the minimum amount of information necessary for that purpose.

10. Destruction of Data

10.1. The Parties agree that each supply of Birth Information or Death Information (including all versions of it) shall be destroyed by the MoE in accordance with Part 10 of the Privacy Act 1993 and Rule 6 of the Information Matching Rules in Schedule 4 of the Privacy Act 1993.

11. Safeguards for Individuals affected by the Results of this Programme

11.1. The MoE shall establish reasonable procedures for confirming the validity of discrepancies before it seeks to rely on them as a basis for action against an individual.

11.2. Where such confirmation procedures involve direct communication with the individual affected, the MoE shall notify any such individual that the Birth Information or Death Information supplied by BDM about them has not been independently verified.

12. Review

12.1. The Parties agree to undertake joint reviews of this Agreement and the Programme, whenever any Party believes on reasonable grounds that such a review is necessary.

12.2. The Parties shall cooperate with each other on any review and will use their reasonable endeavours to make available the necessary resources, facilities and information to facilitate each joint review.

MoE_____

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13. Fees

13.1. The MoE shall pay to BDM the operating costs set out in Schedule 2 of this Agreement, provided however that no costs shall be payable for any Birth or Death Information that is corrupted or unusable at the time of its receipt by the MoE.

14. Dispute Resolution

14.1. Should any dispute or difference relating to interpretation, application or need for a variation of the this Agreement rise, the Parties will in good faith meet and negotiate with a view to resolving the dispute or difference as quickly as possible.

14.2. The Parties shall continue to fully comply with their obligations under this Agreement despite the existence of any dispute.

15. Amendments

15.1. Both Parties will use all reasonable endeavours to operate the Programme in terms of this Agreement. Any Party proposing a variation to this Agreement shall give reasonable notice to the other Party of the proposed variation and the reason for it.

15.2. Any variations to this Agreement must be in writing and be executed by the Secretary for Education of the Ministry of Education and the Registrar-General of Births, Deaths and Marriages or their delegates.

16. Technical Standards Report

16.1. The details of how the Programme will operate are set out in the Technical Standards Report or Reports attached to this Agreement as Schedule 1.

16.2. Variations to the Technical Standards Report and the other schedules of this Agreement may be made by the Chief Data Steward on behalf of the Ministry of Education, and the Registrar-General of Births, Deaths and Marriages on behalf of BDM. Any Party proposing a variation to the Technical Standards Report and/or other schedules to this Agreement shall give reasonable notice to the other Party of the proposed variation and the reasons for it.

16.3. Variations to the Technical Standards Report are to be notified to the Office of the Privacy Commissioner by the MoE.

17. Departmental Representatives

17.1. The MoE and BDM will each appoint a representative to oversee the operation of the Programme and will ensure that the person is familiar with the requirements of the Technical Standards Report, this Agreement and the Privacy Act 1993.

17.2. Any query or difficulty with the Programme will, in the first instance, be referred to the appropriate representative (as stated in clause 17.3) for clarification and resolution.

MoE_____

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17.3. All notices and other communication between the Parties under this Agreement shall be sent to the addresses below.

Ministry of Education	Department of Internal Affairs
Manager, Data Evidence, Data and Knowledge Ministry of Education Mātauranga House 33 Bowen Street Wellington	Manager, Information Partnerships Department of Internal Affairs 45 Pipitea Street Wellington
Email: Data.Team@education.govt.nz Phone: (04) 463 1577	Email: SDOInformationPartnerships@dia.govt.nz Phone: (04) 495 6052

18.   Execution

18.1. The Effective Date of this Agreement is the later date on which both Parties have signed it.

18.2. MoE will provide a copy of this Agreement to the Office of the Privacy Commissioner as soon as practicable after it has been signed.

Signed by the Parties

_____

Wendy Hamilton
Chief Data Steward
on behalf of the Secretary for
Education

Date:____ 23 June 2020 _____

_____

Jeff Montgomery
Registrar-General
Births, Deaths and Marriages
Department of Internal Affairs

Date:_23 June 2020_____

MoE_____

BDM_____

SCHEDULE 1

Technical Standards Report

1. **Key Terms and their Definitions**

    In addition to terms defined in this Agreement, in this Technical Standards Report

    "National Student Number (NSN)" – means the unique identifier allocated to learners across the education sector.

2. **Relevance, Timeliness and Completeness of Information**

    2.1 Relevance

    Section 343 of the Education Act 1989 governs the allocation of NSNs by MoE.

    NSNs are held in the NSI. End use confidence in the data quality of the NSI data is increased once the data has been verified (matched) against the BDM data.

    The information supplied to the MoE will be based on information that is entered on the BDM Births Register and Deaths Register. Each Record will include the following details of the person recorded on the BDM Births Register or Deaths Register since the last valid information match in the case of routine monthly matches, or for the period requested by the MoE, in the case of ad hoc requests.

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2.2 Timeliness of Birth Information and Death Information

There is a business requirement for National Student Numbers to be verified against the Birth Register as soon as a NSN is allocated to a student.

The purpose of verifying records is to lessen the chances of a student who is already has an NSN being allocated a second one. If a student is allocated more than one NSN it adversely affects the quality of the data on the NSI. As the NSI data is used to verify a student's enrolment for reporting and/or funding purposes, to analyse trends and set policy we want to make sure that the data is as accurate as possible.

There is a business requirement for the death of a student to be verified in the NSI against the Death Register as soon as possible after the death is registered. This information is needed for funding, reporting and policy purposes.

2.3 Completeness

It is imperative that the data quality in the NSI is of a high standard. To achieve this, a matching exercise, albeit a lengthy one, is required to match as many records as possible with Birth Information and Death Information. This will be achieved by running the births and deaths match to "catch up" with data that is not matched.

Subsequently, MoE may perform a monthly matching exercise against the NSI.

3. Integrity of Birth Information and Death Information

The purpose of this information matching programme is three-fold: to ensure that the government funds only those students that are entitled to be funded through the New Zealand education system, to lessen the chances of a student who already has an NSN being allocated an additional NSN and to lessen the chances of a NSN being assigned to multiple individuals.

If a student is allocated more than one NSN it adversely affects the quality of the data on the NSI. As the NSI data is used to verify a student's enrolment for reporting and/or funding purposes and to analyse trends and set policy we want to make sure that the data is as accurate as possible.

Both BDM and MoE will undertake quality checks on information to be used in the Programme. MoE's checks may include a sample extract from the Matched Information in the pre-production environment, with additional spot checks, prior to running the matching process.

MoE_____

BDM_____

4. Format of Information

Unless otherwise agreed between the Parties, the Birth and Death Information supplied by BDM shall be in the following pipe delimited or tab delimited format:

4.1 Format of Information – Header

Fields	Expected Content Format	Details
File Identifier	String	Information Type/Extraction Date/File Type
Information Type	String	Information Type either: BDM (Birth and Name Change information) DDM (Death information);
Extraction Date	Date	YYYYMMDD (Date file extracted)
Data Date Range Parameters – From Date	String	YYYYMMDD (Date range of the DIA data supplied in the file).
Data Date Range Parameters – To Date		YYYYMMDD (Date range of the DIA data supplied in the file).
Source Agency	String	DIA
Number of Event Records	Integer	Sum of records contained in file

Example Header:
BDM20200101.txt|BDM|20200101|20190101|20191231|DIA|3456

MoE_____

BDM_____

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4.2 Format of Information – Footer

Fields	Expected Content Format	Details

File Identifier	String	Information Type/Extraction Date/File Type
		Information Type either:
		  BDM (Birth and Name Change information)
		  DDM (Death information); or
		  NCF (Name Change Foreign Born information)

Data Date Range Parameters – From Date	*String*	*YYYYMMDD* *(Date range of the DIA data supplied in the file).*
Data Date Range Parameters – To Date		YYYYMMDD (Date range of the DIA data supplied in the file).
Source Agency	String	DIA
Number of Event Records	Integer	Sum of records contained in file

Example Footer:

BDM20200101.txt|20190101|20191231|DIA|3456

MoE_____

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4.3 Format of Information – Birth Register Information

Field Name	Use by MOE	Expected Content Format	Details	Field mapped to in NSI
First Names	Field to be validated or updated	Text	75 characters possible. May include spaces, macrons & other diacritics	GivenName1 GivenName2 GivenName3
Surname	Field to be validated or updated	Text	75 characters possible May include spaces, macrons & other diacritics	FamilyName
Sex	Field to be validated or updated	Text	2 Characters possible. M = Male F = Female I = NR = Not Recorded '-' (dash) and Null are possible	**Gender** M = M F = F I = U NR = U - = U Null = Null
Birth Date	Field to be validated or updated	Date	Date in DD/MM/YYYY format	Birth Date
Birth Place	Field to be validated or updated	Text	75 Characters possible May include spaces, macrons & other diacritics	New Field "Birth_Place"
Citizenship By Birth Status	Field to be validated or updated	Text	Y = Yes N = No ND = Not Determined. NR = Not recorded Null or "-"(dash) are possible. Note: only required for persons born 2006 onwards.	Y = Citizen N = Unknown ND = Unknown Null = Unknown NR = Unknown - = Unknown
Death	See 7.1 and 7.2	Text	YYYY/######	New field in NSI

MoE_____

BDM_____

Field Name	Use by MOE	Expected Content Format	Details	Field mapped to in NSI
Registration Number	in Agreement		(year/number) up to 6 digit number, e.g. 2016/103451	backend – DDM Registration
First Names (Name Changes)	Field to be validated or updated	Text	10 fields, each field entry is separated by a hash (#). 75 characters possible for each field.	Match with GivenNames 1, 2, 3 or Alternative GivenNames
Surname (Name Changes)	Field to be validated or updated	Text	10 fields, each field entry is separated by a hash (#). 75 characters possible for each field.	Match with FamilyName or Alternative FamilyName
Date Last Used (Name Changes)	Used for manual matching then discarded	Date	10 date fields in DD/MM/YYYY, each entry is separated by a hash (#).	Used for manual matching as additional information.
Original First Names	Field to be validated or updated	Text	75 characters possible May include spaces, macrons & other diacritics	Match with GivenNames 1, 2, 3 or Alternative GivenNames
Original Surname	Field to be validated or updated	Text	75 characters possible May include spaces, macrons & other diacritics	Match with FamilyName or Alternative FamilyName
Child - First Names (Long Names)	Field to be validated or updated	Text	75 characters possible May include spaces, macrons & other diacritics	
Child - Surname (Long Names)	Field to be validated or updated	Text	75 characters possible May include	

MoE_____

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Field Name	Use by MOE	Expected Content Format	Details	Field mapped to in NSI
			spaces, macrons & other diacritics	
Name Changes - First Names (Long Names)	Field to be validated or updated	Text	10 fields, each field entry is separated by a hash (#). 75 characters possible for each field. May include spaces, macrons & other diacritics. Only additional characters >75 provided	
Name Changes - Surname (Long Names)	Field to be validated or updated	Text	10 fields, each field entry is separated by a hash (#). 75 characters possible for each field. May include spaces, macrons & other diacritics. Only additional characters >75 provided.	
Original - First Names	Field to be validated or updated	Text	75 characters possible May include spaces, macrons & other diacritics. Only additional characters >75 provided. (Long Names)	
Original - Surname	Field to be validated or updated	Text	75 characters possible May include spaces, macrons & other diacritics.	

MoE_____

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Field Name	Use by MOE	Expected Content Format	Details	Field mapped to in NSI
			Only additional characters >75 provided. (Long Names)	
Registration Number	See 7.1 and 7.2 in Agreement	Text	YYYY/###### (year/number) up to 6 digit number, e.g. 2016/103451	New Field in NSI "BDM_Registration"

Example Record:
Ima Girl|Example|F|-|01/02/1972|Auckland City Hospital Auckland|Y|||||Ima Girl|Example|||||1972/123456

First Names|Surname|Sex|Still-birth|Birth Date|Birth Place|Citizenship By Birth Status|Death Registration Number|First Names (Name Changes)|Surname (Name Changes)|Date Last Used (Name Changes)|Original First Names|Original Surname|Child - First Names (Long Names)|Child - Surname (Long Names)|Name Changes - First Names (Long Names)|Name Changes - Surname (Long Names)|Original - First Names|Original - Surname|Registration Number

4.4 Format of Information – Death Register Information

Fields	Use by MOE	Expected Content Format	Details	Field mapped to in NSI
First name (Deceased)	Used for matching then discarded	Text	75 Characters possible. May include spaces, macrons & other diacritics.	GivenName1 GivenName2 GivenName3
Surname (Deceased)	Used for matching then discarded	Text	75 Characters possible. May include spaces, macrons & other diacritics.	FamilyName
First names (B) (Deceased)	Used for matching then discarded	Text	75 Characters possible. May include spaces, macrons & other diacritics.	AltName1 AltName2 AltName3

MoE_____

BDM_____

Fields	Use by MOE	Expected Content Format	Details	Field mapped to in NSI
Surname (B) (Deceased)	Used for matching then discarded	Text	75 Characters possible. May include spaces, macrons & other diacritics	AltFamilyName
Date of Death	Field to be validated or updated	Date	Date in DD/MM/YYYY format	Death_Date
Sex	Used for matching then discarded	Text	2 characters possible. M = Male F = Female I = Indeterminate NR = Not Recorded '-'(dash) and Null are possible)	**Gender** M = M F = F I = U NR = U Null = U - = U
Birth Date	Used for matching then discarded	Date	Date in DD/MM/YYYY format	Birth_Date
Place of Birth	Field to be validated or updated	Text	75 Characters possible. Includes macrons & other diacritics	New Field "Birth_Place"
Registration Number	See 7.1 and 7.2 in Agreement	Text	YYYY/###### (year/number) up to 6 digit number, e.g. 2016/103451	New Field "DIA_Registration"

Example Record:
Ima Girl|Married|-|Example|31/11/2019|F|01/02/1972|Auckland|2019/78911

First name (Deceased)|Surname (Deceased)|First names (B) (Deceased)|Surname (B) (Deceased)|Date of Death|Sex|Birth Date|Place of Birth|Registration Number

MoE_____

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5.1   Nature of matters being sought to be identified

The purpose of Births and Deaths data matching in the NSI is to verify a student's identity and apply updates into NSI if required.

5.2   Matching Process

Matches will be made on main and alternative names, birth date and gender as stored in the NSI.

The matching methodology used will be a combination of exact matching on Registration number, name and Birth date data as well as fuzzy matching on the name using the current NSI matching tool (IQ Office).

A number of system parameters and threshold levels will be used to determine the likelihood of a valid match between a BDM record and a NSI record. A Match Level' is assigned based on a selection of 'Match Criteria'. These levels and criteria determine whether a record is to be updated automatically with the BDM data or whether manual intervention is required to confirm the valid match and any required updates.

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Match Levels and Match Criteria

The Match Criteria determines how exact the data field match is between the BDM records and the NSI record.

Once the Match Criteria is determined, a record is then assigned a Match Level. The Match Level and Update type work together to determine if a NSI record is to be updated automatically or requires manual intervention as shown in the table below:

Match level	Match update	Match criteria
0	Automated	**Exact match on Registration Number and exact match on Primary full names, Birth Date and DIA Sex. OR** **No Registration Number in NSI and exact match on Primary full names, Birth Date and DIA Sex.** **Where any of the DIA Surnames, and First Names are the same as NSI FamilyName, GivenName1, GivenName2 and GivenName3; AND** **DIA Birth Date is the same as NSI BirthDate; AND** **DIA Sex is the same as NSI Gender.**
1	Automated	**Exact match on Registration Number and exact match on Primary full names and Birth Date, NSI gender is Unknown. OR** **No Registration Number in NSI and exact match on Primary full names and Birth Date, NSI gender is Unknown.** **Where any of the DIA Surnames and First Names, are the same as NSI FamilyName, GivenName1, GivenName2 and GivenName3; AND** **DIA Birth Date is the same as NSI BirthDate; AND** **NSI Gender is Unknown, it does not match DIA Sex**
2	Automated	**Exact match on Registration Number and exact match on Primary full names and Birth Date, NSI gender is Male or Female. OR**

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		No Registration Number in NSI and exact match on Primary full names and Birth Date, NSI gender is Male or Female. Where any of the DIA Surnames and First Names, are the same as NSI FamilyName, GivenName1, GivenName2 and GivenName3; AND DIA Birth Date is the same as NSI BirthDate; AND NSI Gender is either Male or Female, it may not match DIA Sex
3	Manual	Exact match on Registration Number and exact match on Primary full names and gender, no match with Birth Date. OR No Registration Number in NSI and exact match on Primary full names and gender, no match with Birth Date. Where any of the DIA Surnames and FirstNames are the same as NSI FamilyName, Given Name1, GivenName2 and GivenName3; AND DIA Sex is the same as NSI Gender. DIA Birth Date does not match NSI Birth Date
4	Manual	Exact match on Registration Number and exact match on Birth date and Gender with similar full names found in Primary or Alternative names. OR No Registration Number in NSI and exact match on Birth date and Gender with similar full names found in Primary or Alternative names. "Similar" meaning names that potentially have spelling mistakes, names that could have other ways of being spelt (IQ Office Search). Where any of the DIA Surnames and FirstNames are similar to NSI FamilyName, Given Name1, GivenName2 and GivenName3; OR are similar to NSI AltFamilyName, AltGivenName1, AltGivenName2 and AltGivenName3; AND

MoE_____

BDM_____

		DIA Sex is the same as NSI Gender; AND **DIA Birth Date is the same as NSI BirthDate**
5	Manual	**Exact match on Registration Number and similar name found in Primary or Alternative Names but no match on NSI Gender or NSI Birth date. OR** **No Registration Number in NSI and similar name found in Primary or Alternative Names but no match on NSI Gender or NSI Birth date.** **"Similar" meaning names that potentially have spelling mistakes, names that could have other ways of being spelt (IQ Office Search).** **Where any of the DIA Surnames and FirstNames are similar to NSI FamilyName, Given Name1, GivenName2 and GivenName3; or similar to AltFamilyName, AltGivenName1, AltGivenName2 and AltGivenName3;** **Multiple possible matches, record merges may be required in NSI.**
6	Manual	**Multiple records.**
7		**Unmatched DIA records**

MoE_____

BDM_____

6   Controls and Security

6.1   Transfer of Information and data validation

BDM will provide the MoE with Birth Information and Death Information by means of an encrypted USB (iron key) or in the event that is unavailable, by another means that meets NZISM security standards.

The Birth Information and Death Information will be encrypted at a rate of at least 256 bit AES. BDM will undertake, at its discretion, a manual quality assurance process on the Birth Information and Death Information prior to it being made available to the MoE.

The MoE will operate a checking process to ensure that the Birth Information and Death Information received from BDM is valid and complete.

The iron key must be personally hand delivered by a delegate of the Manager Information Partnerships, Department of Internal Affairs to the Manager, Data Team, Ministry of Education, Mātauranga House, 33 Bowen Street, Wellington. The password for the iron key is to be emailed to the Manager, Data.

The MoE will ensure that all Matched Information (including backup copies) is stored and used such that no unauthorised use or disclosure will take place.

6.2   Disasters

In the event of a disaster the Parties will co-operate, taking all reasonable steps to ensure the security and/or recovering of the information suspended during the force majeure.

6.3   Corrupted File

The MoE shall, as soon as possible, inform BDM of any supply of data, which is found to be corrupted or otherwise unusable on receipt by the MoE.

On receiving notice of any corrupted or unusable file BDM shall, as soon as practicable, provide to the MoE a substitute file with the requested information.

6.4   Destruction of information

On receipt by the MoE, records from the Birth and Death Registration files will be copied to a working file. The original Birth and Death Registration files will then be destroyed.

Records in the working file will be retained by the MoE for the initial matching attempts, up to a maximum of 60 working days after the first matching process (which would be complete at the end of the manual match for those records that were not matched automatically). As records are matched they will be progressively removed/deleted (and thereby destroyed) from the working file.

All records within the file will be destroyed by the end of the 60 working days period following the end of the first matching process.

MoE_____

BDM_____

ANNEX A to SCHEDULE I

Matching Schedule

The initial provision of Birth Information and Death Information ("initial Information") under this new Agreement dated June 2020 will be:

- Birth Information registered by BDM between 01 January 2009 and 12 June 2020

- Death Information registered by BDM between 01 October 2001 and 12 June 2020

The initial Information is to be provided by BDM to MoE on or before 26 June 2020.

The cost payable by MoE for the initial Information will not exceed $330,000 + GST.

Subsequently, the matching process will normally take place monthly or as otherwise agreed between the Parties, but in any case not exceeding 12 times per year.

Birth Information and Death Information registered each month will be made available by the Registrar-General no later than five working days from the end of the month of registration, unless otherwise agreed between the Parties.
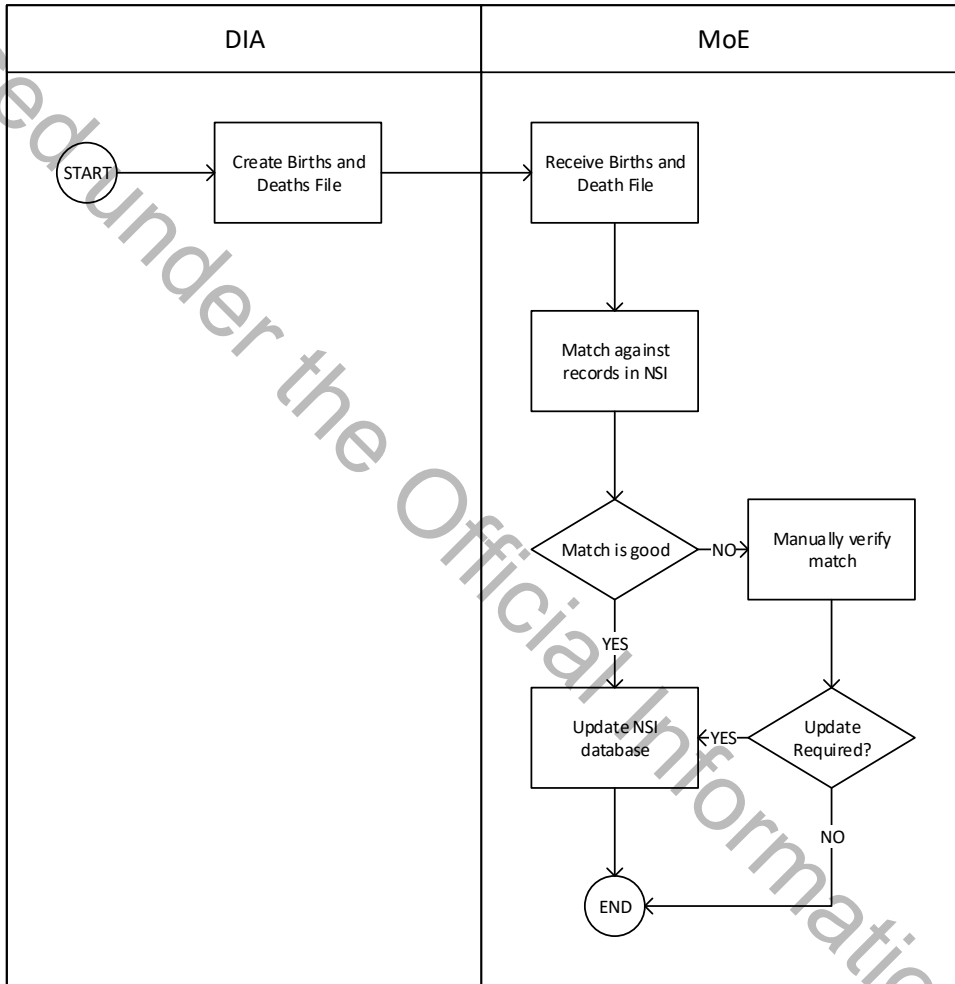
MoE_____

BDM_____

ANNEX B to SCHEDULE I

Process Flow Diagram

The following diagrams describe the logical data and process flows of the proposed match.

DIA	MoE

START → Create Births and Deaths File → Receive Births and Death File

Match against records in NSI

Match is good —NO→ Manually verify match

YES

Update NSI database ←YES— Update Required?

NO

END

ANNEX C to SCHEDULE I

Component Architecture and Data Flows

[No longer required by DIA]

MoE_____

BDM_____

Matching Algorithm

[Covered in 5.2]

MoE_____

BDM_____

Schedule 2

Fees

The MoE will pay BDM for all Birth Information and Death Information, provided however that no costs shall be payable for any Birth or Death Registration File that is corrupted or unusable at the time of its receipt by the MoE.

The fees payable by the MoE as at 30 June 2020 are:

Fee per Birth Registration File	$300.00
Fee per record	$0.40
Fee per Death Registration File	$250.00
Fee per record	$0.15

The above mentioned fees are GST exclusive.

The fees shall be payable within one month of the supply of the Birth and Death Registration Files.

BDM will issue an invoice for the fees.

These fees may be varied by negotiation between the Parties.

MoE_____

BDM_____