

# Hauraki School Policy Document

## Privacy Policy

### **Rationale:**

Hauraki School (“School”) is required to observe and comply with the Privacy Act 2020 (the “Privacy Act”).

### **Purpose and Scope:**

This Privacy Policy defines the way that the School will handle the personal information we collect, store, use and share about the School community, including our students, families and staff. It supports the School’s compliance with its legal obligations under the Privacy Act 2020 to ensure personal information is handled appropriately.

This policy applies to all staff, students, volunteers, contractors, visitors and other people associated with the School, both onsite and externally representing the School.

Our Privacy Statement attached to this Policy as Appendix 1 explains to people who interact with our School how we deal with their personal information. We may, from time to time when necessary, update this Privacy Policy and/or the Privacy Statement.

### **Personal Information**

Personal information means any information about an identifiable individual.

To be personal information, the information:

- has to tell us something about a natural person; and
- has to identify a person, either because it includes a name or identifier (such as an identification number) or because it contains enough detail to identify who they are;
- could be in any form, including databases, spreadsheets, reports, letters, emails, file notes, recordings (audio or video), location information, photographs and CCTV footage; and
- can be deliberately and actively collected (e.g. via a ‘contact us’ form on the website) or obtained on an unsolicited or accidental basis (e.g. an image of a person unintentionally caught on camera) – regardless, the School has obligations under the Privacy Act in respect of that personal information.

### **Roles and Responsibilities:**

<b>Role</b>	<b>Responsibility</b>
Board	<ul style="list-style-type: none"><li>• Appoint Privacy Officer</li><li>• Accountable for overall privacy compliance</li><li>• Consult with Privacy Officer on serious breaches of Privacy Policy</li></ul>

Privacy Officer (Principal, unless otherwise appointed by the Board)	<ul style="list-style-type: none"> <li>• Support staff, contractors and volunteers to understand and comply with this policy</li> <li>• Maintain this policy and any associated procedures and guidelines</li> <li>• Evaluate possible exceptions to this policy or other privacy procedures</li> <li>• Manage privacy breaches, high-risk requests for personal information, and other privacy issues raised</li> <li>• Manage privacy complaints from staff, students or parents</li> <li>• Be the point of contact between the School and the Privacy Commissioner regarding any privacy breaches.</li> <li>• Report all privacy breaches to the Board.</li> <li>• Consult with Board regarding serious privacy breaches.</li> <li>• Ensure that the School's information storage and security procedures and tools are adequate to reasonably safeguard all personal information, including employer records, against unauthorised access, modification and disclosure.</li> </ul>
Senior Leadership Team	<ul style="list-style-type: none"> <li>• Ensuring their staff and volunteers comply with the Privacy Policy</li> <li>• Manage requests for personal information that are not high risk</li> <li>• Escalating privacy issues as required to the Privacy Officer</li> </ul>
All staff, contractors and volunteers	<ul style="list-style-type: none"> <li>• Comply with this policy</li> <li>• Participate in any privacy training as requested</li> <li>• Report any privacy breaches or requests for personal information, or other privacy issues to Privacy Officer without delay</li> </ul>

## **Guidelines**

### *1. Collecting personal information*

We will only collect the information we really need to do our jobs, run our school and deliver educational services.

We will collect information directly from the people concerned when we can. We can go to third parties (such as parents or families) to collect information in some circumstances, for example when we have consent to do so or it is necessary for health and safety reasons.

We will tell people what information we're collecting, why we need it, and how we will use or share it. Usually, it will be enough to direct people to our Privacy Statement (at the end of this policy). However, if we need to collect sensitive information or do something unexpected with it, then we may need to tell people specific things at the time of collection.

We will collect information in ways that are fair and not unreasonably intrusive. This is particularly important when collecting information from and about children. This obligation requires us to consider matters such as the age of the person, any cultural or religious matters, and their family environment.

## 2. *Keeping personal information secure*

All staff, volunteers and contractors have a responsibility to protect the personal information they collect, use and store against loss, misuse, or unauthorised access, modification or disclosure.

We will only have access to or use personal information if this is necessary for a legitimate purpose connected with our roles at the School.

Personal information will be stored in the appropriate school information systems. Where possible, staff should not duplicate information across multiple systems and must not retain personal information about school students or families on their own personal devices.

Staff will not use third-party software, platforms, or web-based applications that collect or use personal information, or ask students or parents to use these, without the approval of ICT and the Privacy Officer.

Personal information will not be retained for longer than the School has a lawful purpose to require that information

## 3. *Managing Privacy Breaches*

Privacy breach means any unauthorised or accidental access to, or disclosure, alteration, loss, or destruction of personal information, or an action that prevents the School from accessing personal information on a temporary or permanent basis.

Privacy breaches that have caused, or are likely to cause, serious harm to the individuals the information is about must be notified to the Privacy Commissioner as soon as practicable and to the affected individuals.

If staff suspect there has been a privacy breach they must follow the School's privacy breach process as follows:

**Alert:** Any staff member who becomes aware of a privacy breach (or suspected or potential breach) must immediately report the breach to the Privacy Officer.

**Contain:** The Privacy Officer will promptly determine what steps, if any, are required to contain the breach and retrieve or secure the information where possible.

**Evaluate:** The Privacy Officer will promptly determine the scope of the privacy breach, including the type of information at risk and the likelihood of serious harm to the impacted individual(s).

**Notify:** If the privacy breach is deemed serious or is of a type that may be notifiable to the Privacy Commissioner, the Privacy Officer will immediately notify the Board. The Privacy Officer, in consultation with the Board, will determine whether the breach is a notifiable privacy breach under the Privacy Act 2020 (a breach that it is reasonable to believe has caused or is likely to cause serious harm to the affected individuals) and, if so, the Privacy Officer will notify the Privacy Commissioner and the affected individuals as soon as reasonably practicable after the School has become aware of the breach.

**Prevent:** The Privacy Officer will investigate the cause of the privacy breach and determine what steps, if any, should be taken to prevent a similar breach in the future.

#### *4. Using and sharing personal information*

As a general rule, we will only use or share personal information in the ways we have informed people we would in our Privacy Statement or other collection notice. These contain our purposes for collecting the information.

We may use or share personal information in ways not anticipated when collected as long we can satisfy one of the exceptions in the Privacy Act, such as having consent to do so, it being necessary to prevent harm or to assist law enforcement or court proceedings where the law requires this.

We will only share personal information with third party service providers when the School is satisfied that the third party provider's privacy policy, settings, and controls, are secure and managed appropriately, and that the use of the service complies with our privacy policy, and the purpose for which any information was gathered in the first place.

Where another law specifically requires or permits the use or sharing of personal information in a certain way, this may take precedence over the Privacy Act. For example the Oranga Tamariki Act allows notifications of suspected abuse to be made.

We will take all reasonable steps to ensure that we only disclose the minimum personal information necessary to achieve our purpose and in all cases with compliance to the requirements of the Privacy Act.

All information sharing agreements must be approved by the Privacy Officer.

We will only disclose personal information outside New Zealand if:

- a parent authorises the disclosure, and understands that we cannot guarantee the security of the information once it is sent outside New Zealand (for example, sending a report to an international student's parents); or
- we reasonably believe the country where the information is sent has comparable privacy safeguards.

#### *5. Managing requests for information*

Staff, students, alumni, parents/guardians (or their representatives) or any other individual has the right to request a copy of the information we hold about them (or to correct their information if they believe it is wrong). We will release information on request to the individual, unless we have a lawful basis to withhold that information.

Parents/guardians may act as representatives for their children and, in practice, they usually will (particularly in relation to young children). We may release information about a student to their parent/guardian if we believe on reasonable grounds that they are lawfully acting as a representative

We will process Privacy Act requests as quickly as practicable and respond to the requester no later than 20 working days after the request has been received.

Any high-risk Privacy Act request must be referred to the Privacy Officer. High-risk requests are requests:

- in which the requester specifically mentions the Privacy Act;
- that relate to a legal or other dispute between the requester and the School
- that have been made by a lawyer on behalf of the requester; or

- from parents or guardians, where we believe that releasing the information would not be in the best interests of the student.

If we need to withhold information, we must tell requestor or their representative why the information will be withheld and inform them of their right to contact the Privacy Commissioner. Decisions to withhold information will only be made by the Privacy Officer.

Any complaints received from students, parents, staff or members of the wider school community about how the School handles personal information will be directed to the Privacy Officer without delay.

### **Consequences of Breach of Policy**

Any breach of this Privacy Policy may result in disciplinary action.

Signed:  \_\_\_\_\_  
Presiding Member

Date: 6/7/22

Review Date: Term 2, 2025.

**Related Policies: Video Surveillance**  
**Role of the Parent/Guardian in School Life**

## Appendix 1

### **Hauraki School Privacy Statement**

This Privacy Statement explains how Hauraki School (“School”) manages the personal information we hold about students, parents, families, volunteers and other people within our school community.

We may update this privacy statement from time to time. This Privacy Statement was last updated in July 2022.

#### Types of information collected

The School collects a wide range of personal information about students, parents/guardians, families, employees or prospective employees, contractors and prospective contractors, volunteers, visitors and other people within the School community

The types of personal information that the School collects and holds depends on the circumstances of collection and the relationship with the individual that the information is about.

For students, the School collects and stores personal information including name, age, contact details, academic records and history, photographs, audio, video other media (e.g. during school trips or activities) and information relevant to the student’s learning, and may also collect more sensitive information (such as information about a student's health, racial or ethnic origin).

For people who deal with the School in some other capacity (for example, as a staff member, parent or guardian, volunteer, contractor or visitor), the School will usually collect general information such as the relevant individual's name, contact details, as well as any other information they choose to provide to the School and/or that is relevant to their relationship with the School.

#### Collection and Storage of Personal Information

The information collected by the School about students, parents/guardians and families may be collected before, during or after the student is enrolled at the School. The primary purpose of collecting the information is to enable the School to provide schooling and educational services for the student or prospective student.

Information about students and their parents may be collected in several ways including:

- Directly from students and parents by telephone, in enrolment, EOTC (Education Outside the Classroom), through our website, medical forms or in person;
- From other parties (such as medical practitioners or other schools);
- Generating personal information as students use our services (e.g. when students engage in the classroom); and
- From publicly available sources.

The information the School collects about job applicants and employees/contractors may be collected in a number of ways including:

- Directly from job applicants and employees during the recruitment phase and during the course of employment;
- From other parties (such as job applicant’s referees, or in respect of teacher registration/vetting); and
- From publicly available sources.

Hauraki School has CCTV cameras that are in place for safety and security purposes. Accordingly, information may also be collected in relation to anyone that comes into contact with the School, through the use of those CCTV cameras installed on school premises.

#### Use and Disclosure of Personal Information

The School collects personal information so it can use and share it for a range of purposes to enable it to fulfil the primary purpose of providing schooling and educational services for its students, including to:

- Manage relationships, safety and welfare with students and parents;
- Consider job applicants for current and future employment;
- To tell people about the School through marketing and school publications (for example, on our website and social media).

The School only uses and shares personal information for the purposes for which the information was collected or for other lawful and permitted purposes.

#### Use of information

The School may use personal information collected about students (including alumni) and parents for the following purposes:

- Providing schooling for its students;
- To communicate with parents in relation to their child/children's schooling;
- Day-to-day administration;
- Looking after the students' educational, social and medical well-being and safety;
- Communicating to the wider school community and wider public (including marketing);
- Celebrate achievement and diversity
- To satisfy legal obligations; and
- For any other lawful purposes.

The School may use personal information collected about prospective employees, employees and contractors for the following purposes:

- To assess whether an individual is suitable for employment or work, including child connected work;
- Administering the individual's employment or contract;
- To ensure that information the School has collected is accurate and up-to-date;
- Internal accounting and administration;
- Insurance;
- For reporting to educational and Government authorities;
- To satisfy legal obligations including with respect to child safety and child abuse; and
- For any other lawful purposes.

#### Disclosure of information

The School may lawfully disclose personal information for administrative and educational purposes and to ensure child safety. This may include disclosing information to:

- Other schools;

- Government departments or authorities;
- People providing services to the School;
- Parents/guardians; and
- Anyone else to whom the School is lawfully authorised to disclose information.

#### Keeping information secure

We will take care to protect the personal information we hold from unauthorised access, disclosure, loss or misuse, using reasonable and appropriate technical and organisational security measures.

We will not retain personal information longer than we need it for our lawful purposes, and will dispose of it securely and permanently when we no longer need it.

#### Access to information

All individuals have the right under the Privacy Act 2020 to request a copy of, or the correction of, the personal information the School holds about them. Parents or guardians can generally request a copy of personal information about their child, on the basis that they are acting as their child's representative.

Requests for access to or correction of personal information should be sent to the Principal using the details set out below.

#### Enquiries and Complaints

If you have any concerns, questions or complaints about the way the School handles personal information, please do not hesitate to let us know by contacting the Principal using the following details:

Email: [principal@hauraki.school.nz](mailto:principal@hauraki.school.nz)

Phone: 09 489 4568

Mail: 82 Jutland Road

Hauraki

Auckland 0622

New Zealand