



Privacy Policy

Maungaraki School is a full primary school. This policy outlines the way in which we manage the personal information we hold about our students, their families, employees and others.

Maungaraki School is bound by the Privacy Act 1993 (Privacy Act).

In summary, 'personal information' is information about an identifiable individual.

Why does Maungaraki School collect personal information?

We collect personal information in order to provide our students with a world class education, and to meet our legal obligations as an educational institution.

In general, we collect, hold, use and disclose an individual's personal information for the following purposes:

- to complete enrolment;
- to administer and plan human resources;
- to meet curriculum requirements;
- to record and maintain student records and academic progress;
- to communicate with an individual, and with a student's parent or guardian;
- to maintain the home and school partnership;
- to celebrate, share and record success;
- to maintain accounts and financial records;
- to enable behaviour management programmes;
- to report to government agencies for the purposes of funding or to meet our contractual and or legal obligations;
- to obtain funding, or other financial payments;
- to undertake health assessments, for example, audio-visual testing, specialist nurse, ear caravan, educational psychologist;
- to provide accurate information to other education institutions so as to ensure proper student transfer;
- to engage third parties on behalf of an individual; or
- to market and promote Maungaraki School.

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Where the reason for collection is not immediately needed to complete our legal obligations as an educational institution (eg: to complete enrolment) we will provide additional information and seek permission to obtain and use.

Who does Maungaraki School collect personal information about?

We collect and hold personal information about (but not limited to):

- our students, their parents and or guardians, and siblings;
- prospective employees, employees and contractors; and
- other people who come into contact with Maungaraki School.

What kinds of personal information does Maungaraki School collect?

In general, the types of personal information we collect includes (but is not limited to): name, address, contact details (phone, address, email), date of birth.

Depending on the individual's connection with Maungaraki School we may also collect the following types of information (but not limited to): photographs of an individual or their learning, health and immunisation records, psychological reports, student's progress and achievement records, occupation, personal preferences, employment history and/or details, education and qualifications, testimonials and feedback.

In some cases, if the personal information requested is not provided, it might adversely impact our ability to meet our legal obligations as an educational institution (eg: complete enrolment).

How does Maungaraki School collect personal information?

Except as otherwise permitted by law, we will collect personal information:

- from the individual directly, or where the individual is a student, from the student's parent or guardian directly; or
- from the individual indirectly (through emails, forms, face-to-face meetings, interviews, business cards, telephone conversations);
- from third parties. In some circumstances we might collect personal information about an individual from a third party (eg: a report provided by a medical professional or an employment reference from another person).

How does Maungaraki School manage personal information?

We take reasonable steps to protect the security of personal information. Maungaraki School personnel are required to respect the confidentiality of personal information and the privacy of individuals.

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We take reasonable steps to protect personal information held by us from misuse and loss and from unauthorised access, modification or disclosure. For example, we utilise physical and operational security to restrict access to physical and electronic records.

Where we no longer require an individual's personal information we will comply with our legal obligations in respect of that information.

To whom might Maungaraki School disclose personal information?

We may disclose an individual's personal information to:

- Individuals or other organisations who assist us in providing services or who perform functions on our behalf;
- Government Agencies (eg: Ministry of Education, Education Review Office, Special Education services, income Support Service, ACC);
- Other educational institutions;
- Public Health Nurse, Dental Nurse and other medical personal associated with Maungaraki School;
- New Zealand Police and officers from Oranga Tamariki, where we are required to do so by law;
- Websites, online platforms, and social media sites (eg: Maungaraki School's Facebook page) on which we have a presence;
- anyone else to whom the individual authorises us to disclose it; and
- where we are required to do so by law.

How can you access and correct your personal information?

We endeavour to ensure that the personal information we hold is accurate, complete and up-to-date. We encourage you to contact us in order to update any personal information we hold about you. Contact details are set out below. You have the right to correct any personal information we hold about you in accordance with the Privacy Act.

Subject to the exceptions set out in the Privacy Act, an individual may seek access to the personal information which we hold about them by contacting our Privacy Officer on 04 04 569 7205.

We will require you to verify your identity and to specify what information you require. A fee may be charged for providing access. If a fee is to be charged, we will advise you of the likely cost in advance.

How can you make a privacy complaint?

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If you have any questions about privacy related issues or wish to complain about the handling of your personal information by us, please contact our Privacy Officer on 04 569 7205. We may ask you to lodge your complaint in writing. Any complaint will be investigated by the Privacy Officer and you will be notified of the decision in relation to your complaint as soon as practicable after it is made, usually within 20 working days.

If we are unable to satisfactorily resolve your concerns about our handling of your personal information, you can contact the Office of the Privacy Commissioner at: PO Box 10-094, The Terrace, Wellington 6143, phone 0800 803 909, <http://privacy.org.nz/>.

Address details of Maungaraki School

The address of Maungaraki School, as the person collecting and holding your personal information, is: 137 Dowse Drive, Maungaraki, Lower Hutt, 5010

Updates to this Policy

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing education environment. The most current version of this Policy is located at www.maungaraki.school.nz and can be obtained by contacting our Privacy Officer on 04 569 7205.

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