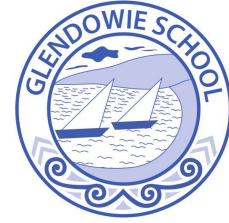


Glendowie School



THE PRIVACY ACT POLICY

This Privacy Policy relates to Glendowie School's collection, use and disclosure of personal information. It has been prepared in accordance with the school's obligations set out in the Privacy Act 2020.

What personal information is collected by the school

The school collects personal information that parents or guardians provide about them and/or their child. The personal information the school collects may include without limitation:

- parent/guardian's name, phone number, address and other contact details;
- the child's name, date of birth, academic information and health information; and
- other information requested by the school or provided by the parent/guardian, including application information to attend school activities or events.

When the school collects personal information

The school may collect personal information in the following circumstances:

- when the school receives an enquiry about a child's enrolment with Glendowie School;
- when the school receives an application to enrol a child as a pupil of the school;
- when personal information is provided to the school via forms or the school's website;
- when the school needs information to meet curriculum requirements;
- when the school requests information for school administration purposes;
- in the course of providing education and school activities; and including services such as health, IT, sport and recreation;
- when an individual contacts the school for any reason;
- maintaining the school/home partnership; and
- celebrating and recording achievements and success.

How the school uses personal information

The school may use the personal information for any of the following purposes:

- to process an enrolment application for Glendowie School;
- to provide education and associated school activities;

- for administration purposes;
- to process and respond to enquiries or requests;
- to contact individuals in the event of an emergency;
- for any specific purpose that the school notifies at the time the personal information is collected;
- to comply with relevant laws; and
- for any other purposes permitted by law.

When the school may disclose personal information

The school may disclose personal information:

- to provide accurate information to other education providers and a safe transfer of information for students transferring to another school;
- to any government departments (eg the Ministry of Education and Ministry of Health);
- to or other organisations where the school is required by law to do so;
- to the school's agents, service providers (including hosting providers) and other relevant third parties to the extent necessary to carry out any of the purposes for which the school may use personal information as outlined above;
- to external organisations in connection with the school's pre-enrolment process;
- if the school is required to do so in the course of legal proceedings or other investigations;
- in the event of an emergency, to emergency services, nominated emergency contact person, or other person assessed as necessary to respond to the emergency; or
- with the relevant individual's authorisation or where the school is otherwise permitted to do so by applicable law.

Except as set out above, the school will not share personal information with any third parties.

How the school stores personal information

Certain information may be stored on the school's hosting provider's servers. The school has entered into appropriate arrangements requiring its hosting provider to keep the hosted information secure and confidential.

Where the school stores personal information itself, the school ensures that it is kept safe and secure, using reasonable steps to prevent unauthorised access to, or disclosure, alteration, loss or destruction of, personal information.

Accessing/correcting personal information

Parents/guardians may request access to, or correction of, the personal information the school holds about them or their child by contacting the school.

Retention of personal information

The school will determine how long it holds personal information, but will not keep personal information for longer than is lawful or necessary to achieve the purpose for which we may lawfully use or retain it. This is in line with the Ministry of Education's requirements on school records and retention.

Use of photographs/videos/recordings

The school will at times publish photographs that are taken in such a way to avoid identification of individual students

However, from time to time the school takes photographs, recordings and videos of students (**Media**), and pieces of student work, to record school activities. The school may use Media and student work for:

- students' learning journals or other classroom use;
- the school newsletter;
- the school magazine;
- the school website;
- school social media activity (including the school's International Student and Parents' Association social media activity); and
- recognising achievement and participation.

When publishing any Media or student work, the school may refer to the student using their first name and family name initial.

It is the school's policy that any images for publication are positive depictions of the children.

Any parent or guardian that does not want their child's image to be used for the above purposes should advise the school.

How to contact the school

Any queries, requests or complaints in relation to personal information held by the school or this privacy policy should be sent to the school by email at office@glendowie.school.nz or to 217 Riddell Road, Glendowie Auckland 1071, in each case marked for the Principal's attention.

Notifiable privacy breaches

The Privacy Act 2020 (**Act**) requires that if there has been a notifiable privacy breach in relation to personal information held by the school, the school must notify the Office of the Privacy Commissioner and the affected individual, unless an exception applies

under the Act. The school has implemented procedures to deal with any notifiable privacy breaches that occur.

References

Privacy Commissioner - Privacy in Schools by Kathryn Dalziel
Guidelines for Boards of Trustees Privacy Act 1993
Privacy Act 2020 with 12 privacy principles
NZSTA Governance support resources - Responding to information requests
Glendowie School Privacy Act procedures
Glendowie School Records Retention and Disposal procedures
Privacy Act ABC for Schools - Office of the Privacy Commissioner

Approved: Board of Trustees Meeting **8th December 2020**

Reviewed:

Signature of Chairperson:

A handwritten signature in black ink, appearing to be 'A. Rose', written over a horizontal line.