

Kaurilands School Privacy Policy

Kaurilands School (**we, us, our, the school**) is committed to respecting your privacy. In this privacy policy, personal information means information about an identifiable individual, for example your name, address and phone number and includes health information as defined in the Health Information Privacy Code 1994. We will always collect, store, use and disclose your Personal Information in accordance with the Privacy Act 2020 (**Act**) and the Health Information Privacy Code 1994.

This privacy policy applies to all students, parents and guardians, employees and contractors (**staff**), board members, parent helpers and other volunteers, past students, visitors and any other person who submits or from whom we collect personal information.

For the purposes of this policy, the school will treat consent given by parents as consent given on behalf of the student, and notice given to parents will act as notice given to the student.

What personal information do we collect and who do we collect it from?

We collect personal information, including health information, about students, parents and guardians, staff, board members, parent helpers and other volunteers, alumni, visitors and any other person who submits or from whom we collect personal information.

We may collect personal information about students, parents and guardians before, during or after the student is enrolled at the school. Personal information about students, parents and guardians may be collected in a number of ways including:

- directly from students and parents by telephone, email or other electronic means, in enrolment, activity or medical forms or in person;
- from other parties (such as doctors or other schools); and
- from publicly available sources.

We may collect personal information about current and prospective staff, board members, parent helpers and other volunteers in a number of ways including:

- directly from job applicants and staff during the recruitment phase and during the course of their employment with the school;
- from other parties (such as job applicants' representatives or referees);
- from publicly available sources (such as social media sites); and
- from medical forms, incident reports, occupational health and safety requirements, and background checks authorised by the applicant, staff member, or from any other third party authorised by the applicant or staff member.

The type of personal information we collect depends on the circumstances of collection. For students, we collect information including name, age, contact details, academic record and history, health information, information about racial or ethnic origin, and other details that are discernible from CCTV video footage.

For other persons including staff, parents and guardians, former students, board members, parent helpers, other volunteers and visitors, we collect information including name, contact details, other details that are discernible from CCTV video footage and any other information provided to us.

How do we use and disclose personal information?

We collect personal information for a range of purposes to enable us to provide schooling and educational services for our students, including to manage relationships with students and parents, student safety and welfare, consider job applicants for current and future employment, and to promote the school through marketing and school publications.

We use personal information for the purposes for which it was collected and for directly related purposes.

The school may also use or disclose personal information for any other purposes for which the school has received consent from the person to whom the personal information relates (or their parent or guardian) or otherwise as permitted by law.

In relation to students, parents and guardians, the school may use personal information for purposes including providing schooling, making contact with parents and guardians in relation to their child's schooling, internal accounting, day-to-day administration, looking after students' educational, social and medical well-being and safety, seeking donations and marketing for the school, satisfying our legal obligations and for any other purposes that you would reasonably expect.

In relation to current and prospective staff, board members, parent helpers, volunteers and all other persons the school may use personal information for purposes including assessing whether an individual is suitable for employment or work, including work with children, administering the individual's employment or contract, ensuring that information we have is collected is accurate and up-to-date, internal accounting and administration, insurance, seeking donations or other funds and marketing for the school, reporting to government authorities, satisfying our legal obligations including with respect to child safety and for any other purposes that you would reasonably expect.

We may disclose personal information for purposes including for administrative and educational purposes and to ensure child safety. This may include disclosing information to other schools, government authorities, medical practitioners, people providing services to the school, recipients of school publications, parents and guardians, and any other person that we are authorised to disclose information to.

Personal information may be disclosed to organisations that assist in the school's fundraising. Parents, staff members, contractors and other members of the wider the school community may from time to time receive fundraising information. Further, the school publications, which include personal information, may be used for marketing purposes.

How do we store and ensure the security of personal information?

We are committed to protecting personal information from unauthorised or accidental access, disclosure, alteration, loss, destruction or actions which prevent us from accessing your information on a temporary or permanent basis (each event being a **privacy breach**).

We store personal information on secure electronic databases with password protection, in the cloud or in other secure locations.

If your personal information is subject to a privacy breach, we will investigate the breach to determine whether it is likely to cause serious harm. If we determine a privacy breach is likely to cause serious harm we will notify you and the Privacy Commissioner in accordance with our obligations under the Act.

We will only keep your personal information for as long as we require it for the purpose for which it was required, after which it will be destroyed or de-identified. However, we may also be required to keep some of your personal information for specified periods of time, for example under certain laws.

How can I access or correct my personal information or the personal information of my children?

We will take reasonable steps to ensure that personal information that is collected, stored, used and disclosed is accurate and up-to-date. We will promptly update our records when you provide any new information or information that has changed.

The school will, on request by an individual, give that individual access to any personal information held by the school about that individual.

In particular:

- (a) any parent or guardian may seek access to personal information collected about their child. It is the responsibility of the school to ensure that they do not disclose information which would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student and legal obligations.
- (b) the school may, at its discretion, on the request of a student, grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents or guardians. This would

normally be done only in exceptional circumstances. Where this occurs, we may not notify the relevant parents or guardians.

- (c) any request for access should be made to the Privacy Officer via the details below. The school will provide them with access to their personal information, but may charge an access fee to cover the cost of retrieving and supplying the information.

How do I raise an issue or complaint?

Any person may contact the Privacy Officer via the contact details below to make a complaint about the school's compliance with the Privacy Act, in which case the school will investigate the matter and notify the person who made the complaint of the school's decision as soon as practicable.

Name: Jackie Amor, Business Manager

Email: jackiea@kaurilands.school.nz

Phone: 09 817 5645

Address: 109 Atkinson Road, Titirangi, Auckland 0604

If we do not address your concerns or resolve a complaint to your satisfaction, you may make a complaint with the [Office of the Privacy Commissioner](#).

Changes to this privacy policy

We may from time to time amend or change this privacy policy. Any changes to this privacy policy will be notified via the school's newsletter, or by posting an updated privacy policy on the school's website.

This represents our privacy policy as at 1 December 2020.