

FORDELL SCHOOL

Privacy Policy

INTRODUCTION

The Fordell School Board promotes and protects the privacy of all individuals associated with the school e.g., ākonga/students, staff, parents, whānau, guardians, and any others. We follow the key principles of the Privacy Act 2020, which describes how we may collect, use, store, share, and dispose of personal information.

In compliance with the Privacy Act 2020 the Fordell School Board will appoint a Privacy Officer, the Principal.

PURPOSE

To promote and protect individual privacy with providing clear Privacy Guidelines on:

- how we collect, store and dispose of information.
- What information we collect.
- How we disclose/share information about individuals, including official information requests.
- How individuals may access information relating to them that is held by the school.

GUIDELINES

Guidelines for collecting, using, storing, sharing, and disposing of personal information

Purpose, source, and manner of collecting personal information

- When we collect personal information about an individual, we make known the purpose of collecting it, who will have access to it, and whether it is compulsory or optional information.
- We only collect personal information:
 - For purposes connected with the function of the school, and only when it is necessary to have this information.
 - Directly from the person concerned, or, if a student, their parent or guardian, unless it is publicly available from elsewhere.
 - In a transparent and respected manner.

Storage, access, correction, and accuracy of personal information

- We have reasonable safeguards in place to protect personal information from loss, unauthorised access, use, or disclosure. We may require volunteers and third party contractors to sign confidentiality agreements.
- If an individual wants access to information we hold about them, we provide it. Individuals may request correction of this information or, when not corrected, that a record of the request is attached to the information.
- We take reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.

Holding, disclosing/sharing, and disposing of personal information

- We only keep information for as long as it is needed, and for the purposes for which it was obtained. When a student moves to a new school and their records are requested, we forward the relevant information that we hold. We securely dispose of personal information that is no longer needed.
- Information is only used for the purposes for which it was obtained except in certain circumstances e.g., for statistical purposes where the person's identity is not disclosed.
- We safeguard students' information and we do not release that information to third parties unless we are allowed, or required, to release information by law. This covers

disclosure to persons other than those able to legitimately access material about their own children.

- As a general rule, information about any person is not given to a third party without the person's knowledge, unless:
 - The information is already publicly available.
 - It is being passed on in connection with a purpose for which it was obtained, e.g., to the student's new school.
 - The right to privacy is over-ridden by other legislation.
 - It is necessary for the protection of individual or public health and safety.

Publishing of Student Information on a Public Forum

- Images of students (photographs, video clips, etc) and examples of their work are sometimes published in our newsletter, on our school website and other channels such as school/class blogs, Facebook, etc. to recognise student achievement, report on learning and to promote the school. Fordell School has an obligation to protect students' privacy and safety in relation to information about them.
- Parent permission is obtained before publishing of content relating to their child. This permission form is kept on file.
- If the school is aware of special circumstances regarding student's presence at school, such as a court order preventing access to the student, any information that could identify the student is kept out of the website/newsletters/publications.

Personal Information

The school collects personal information (information about an identifiable individual) to:

- Provide a high standard of teaching and learning.
- Celebrate achievement and diversity.
- Record and maintain:
 - Student records of academic progress through, for example, portfolios, digital learning stories, etc.
 - School accounts.
- Provide:
 - Library and information technology services.
 - Learning behaviour programmes.
 - Accurate information to other education providers to ensure proper and safe transfer of students.
 - Information to the school's fundraising committee for school liaison and fundraising purposes
- Report/disclose information to government bodies or other agencies for the purposes of funding/support or to meet contractual/legislative obligations e.g., Ministry of Education, Work and Income, Oranga Tamariki – Ministry for Children, District Health Boards, etc.
- Produce school communications and maintain the school's website and school management systems.

To do this, the school collects and holds the following information:

- *Personal* – full name, date of birth, gender, names and ages of siblings, ethnicity (statistical), citizenship/residency status/eligibility criteria, iwi, first language.
- *Health* – doctors name, proof of immunisation, medical conditions/health matters/disabilities about which the school should be aware.
- *Education* – information relevant to the student's learning, such as the student's interests, any aspect of behaviour, performance in class, test results, electronic images including photographs, videos and audio recording (for teaching and learning and reporting purposes).

- **Caregivers** - caregivers contact details (address, phone, email), relationship to the student, and day-to-day care arrangements.

The school may require certain documentation to verify the information above (e.g., birth certificates, passport, etc)

Parents and the Privacy Act

Under the Privacy Act, individuals are entitled to access personal information held about them. There is no age limit to this, children and young people have the same rights as everyone else.

Parents, whānau, caregivers and guardians are entitled to information about the progress of their child under the Education and Training Act 2020. They are also entitled to access educational information, and are usually able to access other information if they request it, through the provisions of the Official Information Act.

Parents are not entitled to information about other parents, or students who are not their own children.

In considering a request from a parent, the school must consider the following:

- Is it information that the parent has a right to, for instance, about their child's academic progress, or is it information the child has a right to keep private?
- Is disclosure of the information a breach of the child's confidentiality?
- Is it in the child's best interest?
- Does other legislation affect the decision? E.g., the Education and Training Act 2020 requires principals to tell parents about matters which are preventing or slowing a student's progress at school, or harming the student's relationships with teachers or other students.

In the case of separated parents, each parent is entitled to educational information about their child, e.g., school reports, and matters which are preventing or slowing a student's progress at school or harming the student's relationships with teachers or other students. These should be provided unless there is a Court Order preventing it. It is the responsibility of the parent to alert the school of any such Court Order.

Privacy Breaches

We will follow the Privacy Commissioner's steps for responding to privacy breaches:

1. Contain

The school acts to contain the breach. We inform our privacy officer (the Principal) as soon as possible if our school (or an individual at our school) intentionally or accidentally provides unauthorised access to personal information, or discloses, alter, loses, or destroys someone's personal information.

2. Assess

We consider each incident on a case-by-case basis to assess the impact and seriousness of the breach.

3. Notify

- We decide whether to notify an affected people, and if the breach needs to be reported to the Board. If there is no risk of harm, it may not be necessary to notify affected people of a breach.
- If the breach has caused or is likely to cause serious harm (e.g., physical, psychological, emotional, or financial), our privacy officer notifies the Office of the Privacy Commissioner within 72 hours of being made aware of the breach. We also notify the person or people involved and the Board.
- We notify CERT NZ (Computer Emergency Response Team) if the breach is due to a cyberattack, or a flaw in a product or online service that our school uses.
- We may notify other third parties (e.g., police, insurers) if necessary.

4. Prevent

We investigate the incident and take steps to prevent it from happening again.

CONCLUSION

Individual privacy must be promoted and protected at Fordell School, in compliance with the Privacy Act 2020 and any subsequent amendments and procedures to ensure this must be developed and regularly reviewed.

For most purposes, the best guide is to use good sense and to treat personal information with great respect. When in doubt, seek advice from the School's Privacy Officer (School Principal) or the Office of the Privacy Commissioner.

Supporting Documents

- Privacy Act 2020
- Privacy Act Principles Overview: <https://www.privacy.org.nz/privacy-act-2020/privacy-principles/>
- Education and Training Act 2020
- Official Information Act 1982
- Oranga Tamariki Act 1989

Last Review:		Term 2 2025 (3 yearly review)	
Signed by Chairperson		ST Laird	
Approval: When the Board approved this Policy, it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Fordell School Board of Trustees.			
Policy Type	Administration and Legislation	Next Review:	Term 2 2028