

National Park School Privacy Statement

What is a Privacy Statement?

Our privacy statement explains to our school community how we deal with their personal information. [What](#) personal information National Park School collects, [why](#) we need it, [how](#) we use it and [who](#) we share it with. It also explains how our school community is able to request or correct their personal information.

Why do we collect and use personal information?

- To deliver educational services.
- To promote learning and our school.
- To recognise and maintain the strong partnership between the school and families.
- To celebrate progress, achievement and diversity.
- To keep our people safe and well.
- To satisfy legal obligations. To complete day-to-day administration.

We use our values of integrity, respect and whanaungatanga to drive the way we manage privacy, personal information and to maintain the trust and confidence of our school community. We only use and share personal information for the purposes for which the information was collected or for other lawful and permitted purposes.

How do we collect personal information?

We only collect personal information when it is necessary to have this information. When we collect personal information, we make known the purpose of collecting it, who will have access to it, and whether it is compulsory or optional.

We collect personal information directly from the person concerned (or if a student from their parents/guardians) unless it is publicly available from elsewhere, or the person's interests are not prejudiced when we collect the information from elsewhere. Information is only collected in a lawful and fair manner, and to avoid intruding on people's privacy as much as possible.

For students, we collect the following types of personal information:	How we collect this personal information:
<p>The student's full name, gender, date of birth, home address, place in family.</p> <p>The student's ethnicity, home language, iwi/hapu, residential status, country of birth.</p> <p>The student's identification and date of birth verification.</p> <p>The parent's/guardian's names, addresses, phone number, email, country of birth, occupation, workplace contacts, relationship to student.</p> <p>The student's legal guardians and custody access/court orders.</p> <p>Emergency contacts, their phone numbers and relationship to the student.</p> <p>The student's doctor and dentist.</p> <p>The student's B4 school health check, immunisations, vision, hearing, allergies, medication, speech, serious problems.</p> <p>Members of the family likely to attend school in the future and their date of birth.</p> <p>The student's year level, previous school, ECE, attendance at ECE.</p>	<p>Completion of Enrolment Form.</p> <p>Transition pack for new entrants.</p> <p>Completion of Education Outside the Classroom forms.</p> <p>Completion of Approval Form.</p> <p>Talking, emailing, messaging in person.</p> <p>Visits and teacher/family conversation.</p> <p>Day to day classroom interactions.</p> <p>Information received from previous education providers.</p> <p>Information received from other parties or agencies.</p>
<p>The student's interests, academic history.</p> <p>Any aspect of behaviour or welfare including family circumstances.</p>	<p>Publicly available sources.</p>
<p>Academic progress and achievement, behaviour data.</p> <p>Learning and behaviour needs, special needs or resourcing/agencies.</p> <p>Health and wellbeing information, bullying incidents, concerns about family circumstances.</p>	
<p>Work, photographs, recordings, audio and other media.</p>	

When do we share personal information?

We may disclose information to:

- Other Schools.
- Government departments or authorities.
- Service Providers.
- Parents/guardians.
- Anyone else to whom we are lawfully authorised to disclose information.

As a general rule, information about any person is not disclosed without the person's knowledge, unless:

- It is being passed on in connection with a purpose for which it was obtained.
- The information is already publicly available.
- The right to privacy is over-ridden by other legislation or law.
- It is necessary for the protection of individual or public health and safety.

We only use Service Providers when we are satisfied that their privacy policy, settings, and controls are secure and managed appropriately, and that their use is in accordance with our privacy policy and procedures.

How do we store, protect and dispose of personal information?

We 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 the purpose it was obtained or lawful purposes, and will dispose of it securely and permanently when we no longer need it.

- We store personal information electronically (on secured systems including cloud platforms) or in hardcopy (where we are mindful of security of storage needed).
- We may use Service Providers to store and process personal information for us, some of which may be located overseas. We won't ask you to use any software or applications to interact with us unless we've assessed them first.
- We follow the Ministry of Education records retention and disposal guidelines when information is no longer needed.

How does our school community access or correct personal information?

All individuals have the right under the Privacy Act 2020 to request a copy of, or correction of, the personal information the school holds about them.

Parents/guardians can generally request a copy of personal information about their child on the basis that they are their representative. However parents/guardians have no automatic right to access all of the information the school may hold about their child or request corrections of information held about them. We are, however, bound by the principles of the Privacy Act to endeavour to keep information about a person up to date and correct. If a parent/guardian points out that information is incorrect, we should correct that.

In considering a request from a parent/guardian, we consider the following:

- Is it information that they have a right to or is it information the student has a right to keep private?
- Are they acting as the student's representative, or acting without the student's consent?
- Is the student of an age or maturity that allows them to decide to give consent or not?
- Is disclosure of the information a breach of the student's confidentiality?
- Is it in the student's best interest?
- Does other legislation affect the decision?

In practice there are very few occasions when we would be justified in withholding any information from a parent/guardian – these normally involve safety.

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

Please direct these requests to the school's Privacy Officer by emailing principal@nationalpark.school.nz or calling 07 8922880 or writing to Privacy Officer, National Park School 31 Carroll Street, National Park 2948.

How does our school community raise privacy concerns?

If you have concerns about the way National Park School has managed your personal information or information about your child, including the way we have responded to a privacy request please let us know. We will investigate your enquiry, concern or complaint (following our concerns and complaints processes).

Please direct privacy enquiries, concerns or complaints to the Privacy Officer by emailing principal@nationalpark.school.nz or calling 07 8922880 or writing to Privacy Officer, National Park School 31 Carroll Street, National Park 3948.

If we cannot resolve your concerns then you have the right to complain to the Office of the Privacy Commissioner. Details for making a complaint to the Privacy Commissioner can be found at <https://www.privacy.org.nz/your-rights/making-a-complaint/>