



## **Spotswood College Privacy Policy**

Spotswood College complies with the New Zealand Privacy Act 2020 when dealing with personal information.

This privacy statement explains what personal information Spotswood collects, why we need it, how we use it and who we share it with. It also explains how our students, parents, caregivers, whānau and staff can request or correct their information.

- We collect only the personal information we need to meet our purposes and as required by the Education Act or as an employer.
- We take reasonable steps to protect the personal information we hold from harm.
- We use personal information in the ways set out in this statement.

Spotswood College's designated privacy officer is the Principal Whaea Nicola Ngarewa.

### **Collection of personal information**

Information about students and their parents/caregivers or staff may be collected in several ways including:

- Directly from students and parents by telephone, in person, by email, through enrolment and other processes, EOTC (Education Outside the Classroom)
- From other parties (such as other schools, medical and other health professionals)
- From publicly available sources

The information that Spotswood College collects about job applicants and employees, contractors, volunteers may be collected directly from job applicants and employees (contractors, volunteers) during the recruitment phase and during the course of employment or from third parties with the consent of the individual.

From time to time, Spotswood College may collect personal information about individuals indirectly, from third parties. This can include from:

- The Ministry of Education
- New Zealand Qualifications Authority
- Oranga Tamariki
- Health New Zealand/ public health nurses
- Previous schools and kura
- Resource Teachers of Learning and Behaviour and Learning Support providers
- International student agencies and partner (sister) schools
- Police (for vetting information for staff, contractors and volunteers)
- Payroll and human resources providers
- Emergency contacts and medical providers where relevant.

### **Personal information collected by Spotswood**

The information we collect may include:

- Personal details including name, contact information, date of birth, gender, ethnicity,
- Academic history
- Health information
- Human resource and staff salary information
- Student financial information
- Information about academic performance
- Information about student behaviour and welfare, including family/whānau circumstances
- Attendance records
- Information about family/whānau and emergency contacts
- Photographs, audio, video or other media (for example during events, school trips or activities)
- CCTV footage (Spotswood College uses CCTV cameras on school premises for safety, wellbeing, and security purposes, but not in private areas such as toilets or changing rooms)
- Event attendances
- E-newsletter readership
- Information about use of Spotswood College's digital resources, website, social media sites
- Information about volunteering or donating to the school

## **Use of personal information**

Spotswood College may use personal information collected about students and parents for the following purposes:

- Provide educational services, including enrolment and assessment, for our students
- To communicate with parents, caregivers/ designated guardians and/or whanau in relation to their child/children's schooling
- Staff management and administrative purposes
- Ensuring student health, safety, and wellbeing.
- Ensure the safety of our staff, volunteers, and visitors to our school.
- Communicating to the wider school community and wider public through marketing and school publications (for example, our website, social media sites)
- Research and statistical purposes (in anonymised form where possible).
- Meet the requirements of the Education Act and other legislation, including reporting requirements; and
- For any other lawful purposes

Spotswood College may use personal information collected about prospective employees, employees and contractors, and volunteers

- To assess whether an individual is suitable for employment or work, including student-connected work
- Administering the individual's employment or contract
- To ensure that information the school has collected is accurate and up to date
- Internal accounting and administration
- Insurance
- For reporting to educational and Government authorities
- To satisfy legal obligations including with respect to child safety and child abuse
- For any other lawful purposes.

## **Disclosure of information**

Spotswood College will disclose information if:

- It is one of the purposes for which it got the information
- The individual authorized the disclosure
- The information will be used in an anonymous way
- Disclosure is necessary to avoid endangering someone's health or safety or to avoid a prejudice to the maintenance of the law.

Spotswood College lawfully disclose personal information for administrative and educational purposes and to ensure child safety. This may include disclosing information to

- Other schools when students transfer or participate in collaborative programs.
- Government departments or authorities (for example Ministry of Education, New Zealand Qualifications Authority (NZQA))
- Approved service providers (e.g., IT platforms, counselling, healthcare providers) who operate under contractual privacy obligations.
- Parents/ caregivers/ whānau
- Anyone else to whom the School is lawfully authorised to disclose information.
- In emergencies or as required by law (e.g., child protection, legal obligations).

We do not sell personal information to third parties.

### **Keeping information secure**

We will 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 our lawful purposes and will dispose of it securely and permanently when we no longer need it.

### **Enquiries, accessing and correcting information**

All individuals have the right to request a copy of, or the correction of, the personal information Spotswood College holds about them. Parents/ caregivers or whānau can generally request a copy of personal information about their child, on the basis that they are acting as their child's representative.

All requests for access to or correction of personal information should be sent to: [nng@spotswoodcollege.school.nz](mailto:nng@spotswoodcollege.school.nz)

If an individual has a question, concern, or complaint about the way the school handles personal information, please do not hesitate to let us know by contacting the Principal at [nng@spotswoodcollege.school.nz](mailto:nng@spotswoodcollege.school.nz)

### **Acknowledgment**

By accessing or using its website or enrolling at Spotswood College or participating in school activities staff, students, parents, caregivers and whānau agree that their personal information may be collected, used, stored and disclosed by Spotswood College in accordance with this privacy statement and the Privacy Act.

Document Information

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