

## Pinehurst School Privacy Policy

### Purpose and Scope

This Privacy Policy defines the way we expect all of the staff at the School to handle the personal information we collect, store, use and share about the Pinehurst community, including our students, families and staff. It will support the School's compliance with its legal obligations under the Privacy Act 2020, and also maintain and grow the trust our community places in us to handle their personal information appropriately.

This is a schoolwide policy that applies to all staff, students, volunteers, contractors, visitors and other people associated with the School, both onsite and externally representing the School. It supports and is supported by the School Values of Respect for Self, Respect for Others, and Excellence.

Please note, this **Privacy Policy** sets the rules for us when managing personal information at the School. Our **Privacy Statement** on our website (and any related collection notices) explains to people who interact with the School how we deal with their personal information.

We may, from time to time when necessary, update this Privacy Policy.

### Key Definitions

**Personal information** means any information about an **identifiable individual**. Personal information:

- has to tell us something about a natural person; and
- has to identify a person, either because it includes a name or identifier (such as an identification number) or because it contains enough detail to identify who they are;
- could be in any form, including databases, spreadsheets, reports, letters, emails, file notes, recordings (audio or video), location information, photographs and CCTV footage; and
- can be deliberately and actively collected (e.g. via a 'contact us' form on the website) **or** obtained on an unsolicited or accidental basis (e.g. an image of a person unintentionally caught on camera) – regardless, Pinehurst has obligations under the Privacy Act in respect of that personal information.

**Privacy breach** means any unauthorised or accidental access to, or disclosure, alteration, loss, or destruction of personal information, or an action that prevents the School from accessing personal information.

Privacy breaches that have caused, or are likely to cause, serious harm to the individuals the information is about must be notified to the Privacy Commissioner as soon as practicable and to the affected individuals – see the Privacy Breach Process referenced below for the steps to take if you suspect a privacy breach has occurred.

## Roles and Responsibilities

These people	Must
Board of Governors	<ul style="list-style-type: none"> <li>• Be responsible for overseeing privacy compliance.</li> </ul>
Privacy Officer (Executive Principal)	<ul style="list-style-type: none"> <li>• Support staff, contractors and volunteers to understand and comply with this policy</li> <li>• Maintain this policy and any associated procedures and guidelines</li> <li>• Evaluate possible exceptions to this policy or other privacy procedures</li> <li>• Manage privacy breaches, high-risk requests for personal information, and other privacy issues raised</li> <li>• Manage privacy complaints from staff, students or parents</li> <li>• Be the point of contact between the School and the Privacy Commissioner regarding any privacy breaches.</li> <li>• Report all privacy breaches to the Board of Governors</li> </ul>
Assistant Privacy Officer (Business Manager)	<ul style="list-style-type: none"> <li>• Support the Privacy Officer as required to meet their responsibilities</li> <li>• Support staff to understand and comply with this policy</li> </ul>
Senior Leadership Team	<ul style="list-style-type: none"> <li>• Ensuring their staff and volunteers comply with the Privacy Policy</li> <li>• Manage requests for personal information that are not high-risk</li> <li>• Ensuring their department complies with Privacy Policy</li> <li>• Escalating privacy issues as required to the Privacy Officer</li> </ul>
All staff, contractors and volunteers	<ul style="list-style-type: none"> <li>• Comply with this policy</li> <li>• Participate in any privacy training as requested</li> <li>• Report any privacy breaches or requests for personal information, or other privacy issues to the Senior Leadership Team/Privacy Officer without delay</li> </ul>

## Pinehurst Privacy Principles

In practice, managing personal information lawfully and respectfully requires us to take a principles based approach. To help us ensure that we comply with our obligations under the Privacy Act 2020 and maintain the trust of our community we have developed a set of Pinehurst Privacy Principles, based on the requirements of the Privacy Act:

1. Collect and hold only what we need;
2. Ensure that the information we hold is held in appropriately secure manner;
3. Ensure we comply with this Privacy Policy;
4. Communicate openly with the School Community regarding information collected and stored about individuals.

**1. Collect and hold only what we need** - Ensuring that we limit the personal information collected and retained to that which is necessary for us to deliver an excellent education to our students.

- We will collect only the information we need to do our jobs, run our school and deliver educational and pastoral services.

- We will collect information directly from the people concerned where we can. We may go to third parties (such as parents or families) to collect information in some circumstances, for example when we have consent to do so or it is necessary for health and safety reasons.
- We will tell people what information we are collecting, why we need that information, and how we intend to use or share it. Usually, it will be enough to direct people to our privacy statement on our website. However, if we need to collect sensitive information or do something not normally expected with that information, then we may to inform people of this at the time of collection.
- We will collect information in ways that are fair and not unreasonably intrusive. This is particularly important when collecting information from and about children. This obligation requires us to consider matters such as the age of the person, any cultural or religious matters, and their family environment.

**2. Ensure that the information we hold is held in an appropriately secure manner – Ensuring that we've taken reasonable steps to protect the information we hold**

- All staff, volunteers and contractors have a responsibility to protect the personal information they collect, use and store against loss, misuse, or unauthorised access, modification or disclosure.
- We will only have access to or use personal information if this is necessary for a legitimate purpose connected with our roles at the School.
- Personal information will be stored in the appropriate school information systems. Staff should not duplicate information across multiple systems and must not retain personal information about school students or families on their own personal devices.
- Staff will not use third-party software, platforms, or web-based applications that collect or use personal information, or ask students or parents to use these, without the approval of ICT and the Privacy Officer.
- Personal information will not be retained for longer than the School has a lawful purpose to require that information
- If staff suspect there has been a privacy breach they must follow the School's privacy breach process as follows:
  1. **Alert – Any staff** member who becomes aware of a privacy breach (or suspected or potential breach) must immediately report the breach to the **Privacy Officer**.
  2. **Contain** – The **Privacy Officer** will promptly determine what steps, if any, are required to contain the breach and retrieve or secure the information where possible.
  3. **Evaluate** – The **Privacy Officer** will promptly determine the scope of the privacy breach, including the type of information at risk and the likelihood of serious harm to the impacted individual(s).
  4. **Notify** – The **Privacy Officer** will determine whether the breach is a notifiable privacy breach under the Privacy Act 2020 (a breach that it is reasonable to believe has caused or is likely to cause serious harm to the affected individuals) and, if so, notify the Privacy Commissioner and the affected individuals as soon as reasonably practicable after the School has become aware of the breach.
  5. If the privacy breach is deemed serious or is of a type that is notifiable to the Privacy Commissioner, the **Privacy Officer** will immediately notify the Board of Governors.
  6. **Prevent** – The **Privacy Officer** will investigate the cause of the privacy breach and determine what steps, if any, should be taken to prevent a similar breach in the future.

**3. Ensure we comply with the Privacy Policy** – Ensuring that we use and share personal information only in the ways we tell people we will, and in other ways only if these are lawful.

- As a general rule, we will only use or share personal information in the ways we have informed people we would in our privacy statement or other collection notice. These contain our purposes for collecting the information.
- We may use or share personal information in ways not anticipated when collected as long as we can satisfy one of the exceptions in the Privacy Act, such as having consent to do so, it being necessary to prevent harm or to assist law enforcement or court proceedings where the law requires this.
- Where another law specifically requires or permits the use or sharing of personal information in a certain way, this may take precedence over the Privacy Act. For example the Oranga Tamariki Act allows notifications of suspected abuse to be made.
- We will take all reasonable steps to ensure that we only disclose the minimum personal information necessary to achieve our purpose and in all cases with compliance to the requirements of the Privacy Act.

**4. Be as open as we can with our community** - Ensuring that we are transparent with our students, families and staff about the ways we will use or share their information and that we respond to privacy requests or complaints quickly and openly.

- We will ensure that we are clear and transparent in our communications (such as our privacy statement) when collecting information so that the people we are collecting private information from understand the purpose and use of the collection of that information.
- Staff, students, alumni, parents/guardians (or their representatives) or any other individual has the right to request a copy of the information we hold about them (or to correct their information if they believe it is wrong). We will release information on request to the individual, unless we have a lawful basis to withhold that information.
- Parents/guardians may act as representatives for their children and, in practice, they usually will (particularly in relation to young children). We may release information about a student to their parent/guardian if we believe on reasonable grounds that they are lawfully acting as a representative.
- We will process Privacy Act requests as quickly as practicable and respond to the requester no later than 14 working days after the request has been received.
- We will forward any high-risk Privacy Act request to the Privacy Officer. High-risk requests are requests:
  - in which the requester specifically mentions the Privacy Act;
  - that relate to a legal or other dispute between the requester and Pinehurst;
  - that have been made by a lawyer on behalf of the requester; or
  - from parents or guardians, where we believe that releasing the information would not be in the best interests of the student.
- If we need to withhold information, we must tell the student or their representative why the information will be withheld and inform them of their right to contact the Privacy Commissioner. Decisions to withhold information will only be made by the Privacy Officer.
- Any complaints received from students, parents, staff or members of the wider school community about how the School handles personal information will be directed to the Privacy Officer without delay.

### **Consequences of Breach of Policy**

Any breach of our Privacy Policy may result in disciplinary action.

## Pinehurst School Privacy Statement

This privacy statement explains how the School manages the personal information we hold about students, parents, families, volunteers and other people within our school community so that we can meet our mission of educating our students to the highest level possible so that they are well equipped for an outstanding future.

We may update this privacy statement from time to time. This privacy notice was last updated in **February 2021**.

### **Types of personal information collected**

The School collects a wide range of personal information about students, parents/guardians, families, employees or prospective employees, contractors and prospective contractors, volunteers, visitors and other people within the School community.

The types of personal information that the School collects and holds depends on the circumstances of collection and the relationship with the individual that the information is about. For students, the School collects and stores personal information including name, age, contact details, academic records and history, and may also collect more sensitive information (such as information about a student's health, racial or ethnic origin).

For people who deal with the School in some other capacity (for example, as a staff member, parent or guardian, volunteer, contractor or visitor), the School will usually collect general information such as the relevant individual's name, contact details, as well as any other information they choose to provide to the School and/or that is relevant to their relationship with the School.

### **Collection and storage of personal information**

The information collected by the School about students, parents/guardians and families may be collected before, during or after the student is enrolled at the School. The primary purpose of collecting the information is to enable the School to provide schooling and educational services for the student or prospective student.

Information about students and their parents may be collected in several ways including:

- Directly from students and parents by telephone, in enrolment, EOTC (Education Outside the Classroom), medical forms or in person;
- From other parties (such as medical practitioners or other schools); and
- From publicly available sources.

The information the School collects about job applicants and employees/contractors may be collected in a number of ways including:

- Directly from job applicants and employees during the recruitment phase and during the course of employment;
- From other parties (such as job applicant's referees, or in respect of teacher registration/vetting); and
- From publicly available sources.

Pinehurst has CCTV cameras that are in place for safety and security purposes. Accordingly, information may also be collected in relation to anyone that comes into contact with the School, through the use of those CCTV cameras installed on school premises.

### **Use and disclosure of information**

The School collects personal information so it can use and share it for a range of purposes to enable it to fulfil the primary purpose of providing schooling and educational services for its students, including to:

- Manage relationships, safety and welfare with students and parents;
- Consider job applicants for current and future employment;
- To tell people about the School through marketing and school publications (for example, on our website and social media).

The School only uses and shares personal information for the purposes for which the information was collected or for other lawful and permitted purposes.

### **Use of information**

The School may use personal information collected about students (including alumni) and parents for the following purposes:

- Providing schooling for its students;
- To communicate with parents in relation to their child/children's schooling;
- Day-to-day administration;
- Looking after the students' educational, social and medical well-being and safety;
- Communicating to the wider school community and wider public (including marketing);
- To satisfy legal obligations; and
- For any other lawful purposes.

The School may use personal information collected about prospective employees, employees and contractors for the following purposes:

- To assess whether an individual is suitable for employment or work, including child-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; and
- For any other lawful purposes.

### **Disclosure of information**

The School may lawfully disclose personal information for administrative and educational purposes and to ensure child safety. This may include disclosing information to:

- Other schools;
- Government departments or authorities;
- People providing services to the School;
- Parents/guardians; and
- Anyone else to whom the School is lawfully authorised to disclose information.

**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.

**Access to information**

All individuals have the right under the Privacy Act 2020 to request a copy of, or the correction of, the personal information the School holds about them. Parents or guardians can generally request a copy of personal information about their child, on the basis that they are acting as their child's representative. Requests for access to or correction of personal information should be sent to the Executive Principal using the details set out below.

**Enquiries and Complaints**

If you have any concerns, questions or complaints about the way the School handles personal information, please do not hesitate to let us know by contacting the Executive Principal using the following details:

Email: [alex.reed@pinehurst.school.nz](mailto:alex.reed@pinehurst.school.nz) or

Phone: + 64 9 4140960

Mail: Pinehurst School  
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