



St. Mary's Preschool

61 Maxwell Rd, Blenheim, P: 03 578 0678, E: office@stmaryspreschool.co.nz
www.stmaryspreschool.co.nz

Privacy Policy

Rationale

This policy demonstrates how St Mary's Preschool collects, uses and discloses the personal identifiable information (PII) we collect during your interaction with our preschool.

The purposes for which your personal information is collected will usually be obvious at the time it is collected. St Mary's Preschool collects personal information of parents and guardians, children, employees and stakeholders for the primary purposes of providing early childhood education and care services and advocating for the well-being, protection and development of children.

The Privacy Act has 13 Information Privacy Principles (IPPs) which outline how personal information is collected, stored, accessed, corrected, used and disclosed. An overview of the IPPs can be read here: <https://www.privacy.org.nz/your-rights/your-privacy-rights/the-privacy-principles/>

Disclosure of your information

We will ensure that all information that is shared is done in a way that complies with relevant legislation.

We may share information with appropriate agencies (e.g health, education, Oranga Tamariki, NZ Police or anyone involved in the child's life) if sharing the information will help to protect or improve the wellbeing and safety of the child.

We may also disclose any of your information if required to do so to third party service providers, who assist us in operating our business (including credit reporting bodies, collection agencies, legal advisors and technology service providers). We will take reasonable steps to ensure these service providers do not breach the New Zealand Privacy Act 2020.

Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

Accessing your information

You can request access to and update/correct the personally identifiable information we have collected about you or your child by contacting the Privacy Officer.

Information requests are to be provided in writing to the Privacy Officer. You may only request information regarding yourself unless you are acting on behalf of another person (eg. a dependent) and have written permission. St Mary's Preschool may decline a request for information if the request is an unwarranted breach of someone else's privacy or releasing information may pose a serious threat to someone's safety or if the information contains commercially sensitive information.

Security of your information

Personal information collected by St Mary's Preschool will be stored securely in paper form or electronically at our centre. St Mary's Preschool may store, process or back-up your personal information on computer servers that are located overseas, including through third party service providers who assist us in operating our business. Only authorised employees from St Mary's Preschool and third-party service providers will have access to your information and this access will be structured in such a way as to ensure the use and disclosure as stated above. We will take reasonable steps to protect any personal information that we hold from unauthorised access, modification, misuse, loss and disclosure.

Implementation

This policy will be reviewed biannually to ensure all practices are adhered to. All staff of St Mary's Preschool will be inducted and required to read all policies including the privacy policy.

Prevention of privacy breaches

Staff will ensure that when using ICT within the centre, emails or SMS messages are sent to the correct recipient. If a bulk/mass email is sent, ensuring that all emails are contained within the BCC field, so as to not compromise other's email addresses is paramount. If attachments are included within an email (eg files, or photos) staff should ensure that the correct attachment is being sent, and it does not contain any information that is an unwarranted breach of someone else's privacy.

Hard copies of PII will be kept in a locked cabinet or drawer, for which both the Office Manager and Senior Teacher have keys for. This includes information such as parenting orders if provided.

All staff computers are secured by a password, to aid in the prevention of access to personal identifiable information.

Any PII no longer required will be shredded either on site, or via an external professional document shredding service.

Retention of records

Records will be retained for 7 years, for the purposes of auditing requirements.

Managing privacy breaches

Breaches of privacy laws can expose individuals to risks such as embarrassment, loss of employment opportunity, loss of business opportunity, physical risks to safety and identity theft. If St Mary's Preschool is aware of a privacy breach that is likely to cause serious harm to a business or individual, St Mary's Preschool will notify the Privacy Commissioner and any affected people as soon as practically able.

Strategic Plan

Guided by St Mary's Preschool policies in line with Pou Whakahaere – strand

Alignment of policies

- Child Protection Policy
- Custody and Access Policy

Privacy statement changes

If St Mary's Preschool changes our privacy practices, we will modify this Privacy Policy and it's effective date accordingly, so that you will always know what information we gather, how we may use it, and to whom we may disclose it.

Video Surveillance

Cameras at St Mary's School cover the entrance to the Preschool as well as the Preschool outdoor area.

Purpose

The sole purpose of video surveillance is to determine whether activities which are against the law or against the rules of St Mary's School have taken place on the school site. This is to ensure a safe learning environment for students.

Guidelines

- Signage will be displayed at the preschool informing staff, students and general public that security cameras are in operation.
- Surveillance cameras will not be used where people might expect to have privacy, such as toilet areas or changing rooms.
- Recordings from video surveillance will be kept by the St Mary's School Board privacy office, or other designated person and will only be made available through the authority of any one of the following people: St Mary's School Board Of Trustees Chairperson, Principal, or Deputy Principal.
- Under the terms of the Privacy Act 2020, people will be permitted to access the personal information held on themselves. However, such a request could be refused if it would also involve the release of personal information on another person that could be in the recording.
- If files contain no contents which are required as evidence they will be kept for a maximum of 27 days.
- Files which show that a criminal act has occurred, will be passed onto the NZ Police by St Mary's School. In such cases, the parents of the student or students involved will always be informed first.

Date Reviewed	May 2021
Board Ratified	May 2021
Next Review	2023