
3.6 PRIVACY AND CONFIDENTIALITY POLICY

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Statement of Commitment

Child Matters is committed to protecting the privacy of its staff and students and will deal with all personal information in accordance with the Privacy Act 2020 and this Privacy and Confidentiality Policy.

Section One Introduction

➤ **Purpose**

- 1.1 The purpose of this policy is to provide guidelines for Child Matters to follow in order to protect the personal information of its staff and students and adhere to the principles of the Privacy Act 2020.
- 1.2 Child Matters respects a persons right to privacy and this policy proceeds to set out how personal information will be collected, used, disclosed and protected.
- 1.3 This policy does not limit or exclude any rights under the Privacy Act 2020.

➤ **Scope**

- 1.4 This policy applies to the information of all Child Matters staff and students.
- 1.5 This policy must be adhered to by all Child Matters staff.
- 1.6 For the purposes of this policy, “staff” includes, but is not limited to, any person employed directly by Child Matters, any person individually contracted by Child Matters, volunteers working on behalf of Child Matters, and all Child Matters Board Members.

➤ **Legislation**

1.7 This policy has been written in accordance with the following legislation:

- Crimes Act 1961
- Education Act 1989
- Employment Relations Act 2000
- Human Rights Act 1993
- Oranga Tamariki Act 1989
- Privacy Act 2020

➤ **Review**

1.8 This policy will be reviewed and updated regularly, to ensure it is kept up to date with changes that may have been made to legislation, related policies and procedures, and in light of operational experience.

1.9 The overall responsibility for this policy rests with the Chief Executive and the Child Matters Privacy Officer.

Section Two Collection and Use of Personal Information

2.1 Child Matters may collect personal information from staff and students that staff and students choose and consent to provide.

2.2 Staff and students are advised of the purpose for collecting personal information. This is made public on the Child Matters' website – <http://www.childmatters.org.nz>

➤ Purpose of Collection

○ Collection of Staff Information

2.3 The purpose of the collection of personal information about staff can include, but is not limited to:

- i. Ascertaining their suitability to undertake the job applied for;
- ii. Meeting HR administrative requirements e.g. emergency contact information, leave records, employment and financial records, health records and other necessary data.
- iii. Meeting reporting requirements of funders and government agencies

○ Collection of Student Information

2.4 The purpose of the collection of personal information about student can include, but is not limited to:

- i. Satisfying the reporting and legislative requirements of the Ministry of Education, NZQA and other governmental organisations;
- ii. Assessment purposes
- iii. Meeting the requirements of moderation
- iv. Documenting that students have met the requirements for admission to the course
- v. Meeting the administrative requirements of Child Matters in regard to emergency contact details and possible health problems;
- vi. Meeting the requirements for sponsorship.

➤ Use of Personal Information

2.5 Student information is collected for enrolment purposes. The contact information is subsequently used to keep students informed of future programmes.

- 2.6 Students are advised that this will occur, and invited to have their information withdrawn from Child Matters' marketing database should they so desire.
- 2.7 Child Matters will not disclose personal information unless:
- a. Having regard to the nature of the information or the circumstances of collection, Child Matters reasonably believes there exists an expectation to use the information or make the disclosure.
 - b. Disclosure is required or authorised by law or court or tribunal.
 - c. It is necessary to protect the rights, property, health or personal safety of the public or our interests, and it is unreasonable or impracticable to obtain individual consent.
 - d. It is necessary to obtain third party services, for example to carry out data analysis or provide information processing services (where use of individual information by third parties is strictly controlled).
 - e. It is for one of the purposes expressly permitted under applicable data protection and privacy laws
 - f. Consent has been provided.

Section Three

Confidentiality and Protection of Personal Information

- 3.1 Child Matters will take all reasonable steps to keep the personal information of staff and students safe from loss, unauthorised activity, or other misuse.
- 3.2 All staff and student information is to be stored in a secure location.
- 3.3 Staff and student information will only be viewable by authorised Child Matters staff and contactors. This may include authorised third parties providing services to Child Matters.

- 3.4 All confidential information will be destroyed securely by using a certified document destruction company only, and only following certainty of having approval for that destruction and having met all legal criteria for retention of documents.
- 3.5 All personal information held electronically will be securely deleted before reusing or disposing any electronic equipment including, but not limited to:
- Computers
 - Laptops
 - Smartphones
 - Tablets
 - Hard Drives
 - USB Sticks
 - Photocopiers

➤ **Internet Security**

- 3.6 While Child Matters takes all reasonable steps to maintain secure internet connections, if personal information is provided over the internet, the provision of that information is at an individual's own risk.
- 3.7 If an individual follows a link on the Child Matters website to another site, the owner of that site will have its own privacy policy relating to privacy and the use of personal information. Child Matters recommends reviewing that site's privacy policy before any personal information is provided.

➤ **Access to Personal Information**

- 3.8 Subject to certain grounds for refusal as set out in the Privacy Act, all information held about a student or staff member is available to that person on request and following evidence to confirm their identity matches that of the individual to whom the personal information relates.

➤ **Length of Time Holding Personal Information**

○ **Student Information**

3.9 Confidential personal material collected from students may be kept indefinitely in anticipation of that student enrolling in a future course.

3.10 Information not required for statistical or historical purposes will be destroyed at the request of a student, or in the event of notification of the death of a student.

3.11 Records of achievement, recognition of prior learning or cross credits, individual student assessment, multi-choice answers and any examination results shall be kept electronically for an indefinite period as required by NZQA.

3.12 All other records relating to student achievement shall be kept for a period of at least two years following the final date of the course.

○ **Staff Information**

3.13 All personal information relating to a member of Child Matters staff will be held for the duration of their employment

**Section Four
Contact Details**

3.14 If you have any questions about our Privacy and Confidentiality Policy, or any other related matter, please contact us:

Phone:
(07) 838 3370

Email:
info@childmatters.org.nz