

PRIVACY STATEMENT (NAG 3)

This **Privacy Statement** explains how Rangitoto College (“we, “us”, our”) manages personal information - why we need it, how we use it, and who we share it with. It also explains how an individual can request or correct their information. Our **Privacy Policy** sets the rules for us when managing personal information and defines our responsibility to comply with the provisions of the Privacy Act 2020.

Collection and Purpose

- We collect 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 our community.
- We only use and share personal information for the purposes for which the information was collected or for other lawful and permitted purposes.
- We collect personal information to enable us to fulfil the primary purpose of providing schooling and educational services for our students and prospective students.
- We do not collect any personal information to sell, trade or rent to third parties.
- We may use personal information collected about students (including alumni) and parents/guardians for the following purposes:
 - Providing schooling for its students
 - To communicate with parents/guardians 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 celebration and marketing)
 - To satisfy legal obligations
 - For any other lawful purposes
- We may use personal information collected about prospective employees, employees, volunteers, 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 function, employment, or contract
 - Internal accounting and administration
 - For reporting to educational and Government authorities
 - For any other lawful purposes

Storage and Protection

- All personal information we collect is stored electronically (on secure systems or platforms), or in hard copy physical files (in secure lock protected locations on our campus).
- We take all reasonable steps to protect personal information from loss, misuse, or unauthorised access or disclosure, including staff training and advice on privacy matters, ensuring that only authorised staff or volunteers can access electronic platforms or physical storage, and that they access only the personal information they need to perform their functions.
- We back-up our data using a New Zealand located, third-party cloud platform service.
- We use the Google Workspace for Education. The Google Education Privacy Notice can be found at https://workspace.google.com/terms/education_privacy.

Disposal

- We will only retain personal information for as long as it is required.
- Information that is no longer required is destroyed securely and completely.
- We follow Ministry of Education records retention and disposal guidelines, and generally retain personal information about a student for no more than 7 years after their enrolment with us has ended, though we may retain some information (like name and contact information) for longer if we have a lawful purpose to use it (e.g. alumni networks) or in the public domain (e.g. school publications and awards).

Campus Surveillance

- We have CCTV cameras in place at multiple locations throughout the campus for safety and security purposes.
- We provide signage advising that surveillance monitoring is in place.
- We retain surveillance footage as appropriate to help us with any of the purposes outlined above.

Our Website

- We do collect some non-personal information when you visit our website (e.g. IP address, date and time, pages accessed, search terms used, etc.) for the purposes of system administration, auditing use of the site and improving it for different customer profiles, and for our internal reporting.
- We use cookies to collect and analyse information on our website's performance and to enable the site to function.

Your rights

- You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong (and you are unable to update it yourself through a relevant

online service). 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 addressed to our Privacy Officer

 Private Bag 93-601, Browns Bay, Auckland 0753

 privacyofficer@rangitoto.school.nz

 09 477 0150

- You also have the right to make a complaint to the Office of the Privacy Commissioner if you think we have breached, or may have breached, your privacy.
- You can contact the Office of the Privacy Commissioner at www.privacy.org.nz