



Kavanagh College Privacy Statement

The Board of Trustees of Kavanagh College is required to comply with the Privacy Act 2020 and safeguard information and operate under good practices guidelines when handling personal information. Personal Information is information that identifies an individual or could identify an individual.

Why do we collect personal information?

Kavanagh College collects personal information to assist with the academic, behavioural, emotional, and social success of the children enrolled in our college. Collecting personal information allows us to:

- celebrate our students
- record and maintain:
- student records of academic progress. For example, portfolios, digital learning stories, etc
- accounts

provide:

- library services
- information technology services
- sporting and cultural opportunities
- learning support and challenge programmes
- accurate information to other education providers to ensure proper and safe transfer of students
- information to fundraising groups for college liaison and fundraising purposes
- report/disclose information to government bodies or other agencies for the purposes of funding/support or to meet contractual/legislative obligations
- produce the college newsletter and maintaining the college's website and management systems
- monitor and support student wellbeing and personal development
- Enhance the safety and wellbeing of student, staff and visitors, and the protection of property and assets

What personal information do we collect?

We collect information that will assist with educational success such as

- education (e.g., current or previous schooling records)
- caregiver
- personal (e.g., demographic, special character information)

How do we collect personal information?

The college will generally collect personal information held about an individual by way of forms (hard copy and/or digital) filled out by parents or students, staff members, job applicants and others, or by face-to-face meetings and interviews, telephone calls, email communications, third party service providers (e.g., production booking software).

In some circumstances the college may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, Government Agency, or a reference from another school.

Our internet visibility tools allow for content filtering, managing classroom learning, and keeping students cybersafe. This includes analysing reports to identify wellbeing concerns.

Camera surveillance may be used within the college site. Any data captured will be considered personal information and respected according to the Kavanagh College Privacy Statement and the Camera Surveillance Procedure.

Internet Use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

Cookies and tracking information may be collected when you access the school web

site. Cookies are very small text files saved to your computer, or device, which allows user navigation to be tracked around our website to collect and analyse this information. This information is only used to track visitor behaviour on kavanagh.school.nz. This information cannot be used to identify you. If you would prefer not to use cookies, you can change your browser settings preferences to not accept cookies.

Kavanagh College uses Linewize to support the safe use of the internet for our students. Linewize allows the monitoring of student and staff use of the internet when logged in through school accounts. Staff may also view student screens remotely. Students, parents, whānau and staff are made aware of the college's monitoring and filtering systems through the guidelines and agreement for internet use documentation.

Any third-party apps or software used for educational purposes will only be used or recommended by the college after we are assured that the personal information collected by the third party complies with current privacy legislation.

Protecting your personal information

We will take reasonable steps to keep your personal information and unique identifiers (e.g., driver's licence number or passport number) safe from loss, unauthorised activity, or other misuse.

Disclosure and Storage of Personal Information

We will share personal information about student progress and wellbeing with those people named in our records as parent, caregiver, or guardian of that student. We will only share other personal information with the parent, caregiver, guardian or other extended family/whānau of a student who are noted in our records as being allowed to receive that information.

The College will not send personal information about an individual outside the country without:

- obtaining the consent of the individual (in some cases this consent will be implied); **or**
- otherwise complying with the NZ Privacy Principle 11 – Disclosure of personal information.

The College's staff are required to respect the confidentiality of students', parents', staff and contractor's personal information and the privacy of individuals.

Information stored on a digital platform will be accessed by password and only according to security rights given to the staff member according to their required level of knowledge about an individual.

Hard copies of personal information will be stored in locked filing cabinets and will be accessed only by staff whose role requires them to have knowledge of an individual.

School records will be retained according to our School Records Retention and Disposal Schedule

Access to your personal information

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or have it corrected, please contact us at kavanagh@kavanagh.school.nz

Review: This policy will be reviewed according to the Board of Trustees triennial programme of self-review

Review Date: February 2024

Supporting Documentation

- **Privacy Act 2020**
- **Privacy Policy**
- **Internet Use Agreements**
- **Camera Surveillance Procedure**