

TIKANGA WHAKAHAERE – PRIVACY

Te Tikanga

Hei tiaki i te mana me te tapu o tēnā, o tēnā.

Te poumarumarū is committed to ensuring every individual's privacy is protected and their information is only used appropriately.

Tirohia:

[Privacy Act 2020](#)

[Official Information Act 1982](#)

[Education and Training Act 2020](#)

[Local Government Official Information and Meetings Act 1987](#)

[Oranga Tamariki Act 1989 / Children's and Young People's Well-being Act 1989](#)

Ngā Aratohu

The privacy of all individuals associated with the kura must be protected at all times. This includes all uri, kaimahi, whānau, poumarumarū members, volunteers and others.

Poumarumarū:

Te poumarumarū recognises that compliance with the Privacy Act 2020 is the poumarumarū responsibility – this responsibility does not rest solely with the privacy officer.

Te poumarumarū will adhere to our privacy statements on kura documents that describe how we may collect, use, store, and dispose of personal information.

Tumuaki

Te tumuaki is the delegated Privacy Officer.

Under the Privacy Act 2020, a Privacy Officer's responsibilities include:

- encouraging legally compliant and safe privacy practices at a poumarumarū and kura level
- dealing with privacy access requests
- alerting the poumarumarū to privacy risks

Te poumarumarū will maintain a privacy register and record all breaches that are reported along with the steps taken to remedy them.

Te poumarumarū is informed of privacy breaches and any steps taken to remedy them as soon as reasonably practicable.

Te Tumuaki will also report to the Privacy Commissioner any notifiable privacy breaches (a breach likely to cause anyone serious harm).

Aroturuki:

- Te tumuaki shall report to the poumarumarū on privacy breaches as soon as reasonably practicable.
- Concerns and complaints will be monitored for any indications of privacy breaches.
- Te poumarumarū monitors the application of privacy principles throughout kura processes.

Arotake

- Do we understand our obligation to collect information in a fair and reasonable way?
- Does our kura have procedures in place to support this?
- Have we sought assurance from the tumuaki that these are effective and fit for purpose?
- Does our poumarumarū have a privacy officer?
- Do we plan to allocate resources (time and money) to support our privacy officer's training and mahi?
- Do we have a privacy policy, and can our kura recognise a privacy breach?
- What are our procedures when someone asks for their personal information or their tamariki information (privacy request) or if there is a privacy breach?
- Have our kura privacy statements been reviewed recently such as on uri enrolment forms and the kura website?
- Does our poumarumarū and kura store and dispose of personal information by following the kura records retention/disposal pack?

- Can we be assured that the contracts for software and digital platform products used by the kura meet the privacy requirements for personal information sent outside New Zealand?
- Does our kura ICT system enable the poumarumarū to give each poumarumarū member a kura-based email address?

<p>Kawa (Procedures/supporting documentation)</p>	<p>[Kura to insert relevant procedures/supporting documentation]</p> <p>Privacy Commissioner: Notifying privacy breaches</p> <p>Privacy statement Tamariki protection policy Personnel policy Internet use/social media procedures Concerns and complaints policy/procedure CCTV procedure</p>
<p>Review Schedule</p>	<p>3 years and as required</p>
<p>Last reviewed:</p>	<p>Next review due:</p>
<p>I whakamanahia e Te Poumarumarū i te rā</p>	
<p>Ka tirohia anō hei te marama</p>	

Tiamana: _____

Te rā: _____