



**AVONSIDE GIRLS'**  
— HIGH SCHOOL —  
*Te Kura Kohine o Ōtākaro*

## Privacy Statement

Avonside Girls' High School | Te Kura Kohine o Ōtākaro complies with the Privacy Act 2020 in the way that it collects, stores, uses, discloses and manages personal information.

We collect personal information for the purposes of the lawful functions of the school. The functions of the school are set out in the Education and Training Act, the School's charter or strategic plan, and the School's policies. The purposes for which we collect, store, use, and disclose personal information include:

- enrolling students;
- meeting curriculum requirements;
- recording and maintaining student records of academic progress;
- reporting to parents/guardians;
- maintaining the school-home partnership;
- recording and maintaining accounts;
- providing services such as health, information technology (IT), library and sports / recreation;
- enabling discipline / behaviour management programmes;
- reporting/disclosing information to government bodies or other agencies for the purposes of funding or to meet contractual or legislative obligations (eg Ministry of Education, Ministry of Social Development, Health Sector agencies, and Oranga Tamariki);
- providing accurate information to other education providers to ensure proper and safe student transfer;
- maintaining alumni records;
- maintaining school websites; and
- administration and planning of human resources.

Some of this information must be provided in order for us to enrol your child and perform our functions.

Where the provision of personal information is optional we will advise you if there are any consequences of not providing the information.

The information we hold will be available to the Principal and designated staff of Avonside Girls' High School | Te Kura Kohine o Ōtākaro where reasonably required to be used for the performance of their role, and will be used and disclosed by the School for the performance of its lawful functions as outlined above.

We have reasonable safeguards in place to protect the personal information that we hold from loss, and from unauthorised access, use, or disclosure.

We take reasonable steps to ensure personal information is correct, up to date, relevant, and not misleading.

We collect information such as videos and photos, which include videos / photos taken at school activities and events, formal group / class photos, and images that are recorded by the CCTV system. Videos / photos of school activities / events and the names of people identified in those images may be used in newsletters, the school website / social media accounts, yearbooks, prospectus, and other publications for:

- promotion of the school;
- celebrating personal successes and milestones, including recognition of individual or team success in academic, sporting, and cultural activities; and
- advertising our school uniform.

You have the right to opt out of having your child's image and information being used for these purposes. Please complete the form mailed out to parents, caregivers and whānau if you wish to opt out of such use. Images recorded by the CCTV system are used in accordance with our CCTV policy.

We collect most information directly from the person concerned (or from a parent/ caregiver). We may also collect information from publicly available sources and from elsewhere. This may include requesting information from a student's prior school unless you instruct us not to do so. We will not collect information in any manner that is unlawful, unfair, or unreasonably intrusive.

You have the right to access the personal information we hold about you and to ask us to correct any of the personal information if you believe it is incorrect. To access your personal information and / or request correction contact [mfenton@avonside.school.nz](mailto:mfenton@avonside.school.nz)

We will retain personal information for as long as it is needed and for the purposes for which it is obtained.

#### INFORMATION SHARED WITH COUNSELLORS/SOCIAL WORKERS

In accordance with the NZAC Code of Ethics, Avonside Girls' High School | Te Kura Kohine o Ōtākaro counsellors shall treat all communication between counsellor and client as confidential and privileged information unless the client gives consent for information to be disclosed or disclosure is otherwise considered necessary.