



Privacy Statement

General Privacy Information.

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 2020, the School's charter or strategic plan, and the School's policies and practices.

The purposes for which we collect, store, use, and disclose personal information include, but are not limited to, the following:

- enrolling students;
- employing staff;
- 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 personal information must be provided in order for us to enrol a child and perform our functions. Where the provision of personal information is optional, we will endeavour to advise you if there are any consequences of not providing the information.

The personal information we hold will be available to the Principal, Board members and designated staff of Avonside Girls' High School | Te Kura Kohine o Ōtākaro. Designated staff are those who reasonably require access to personal information for the performance of their role and any access, use or disclosure of personal information by those authorised shall be for the performance of the School's lawful functions, including those outlined above.

We have taken reasonable steps 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. You have the right to access your personal information (or that of your daughter) and to ask us to correct any of the personal information if you believe it is incorrect. To access any personal information and/or request correction contact: fnm@avonside.school.nz

The collection of personal information will be from the person concerned (which may include a parent/caregiver) or in the course of the lawful functions of the school. This may include the creation and maintenance of educational, pastoral or extracurricular records in relation to a student. We may also collect information from a student's prior school unless you expressly instruct us not to do so.

The school operates a CCTV system for the purpose of protecting school property and promoting the safety and well-being of students, staff and others within the school community. This includes the prevention and/or detection of offences or possible harmful behaviour/conduct. The recording and collection of more information (images) by the CCTV system shall be in accordance with the Schools' CCTV policy.

We retain personal information for as long as it is needed and for the purposes for which it is obtained. This generally does not exceed seven years and in the case of images held on our CCTV system, these are held for a limited time in accordance with the policy.

Consent to use of image and/or personal information.

We collect personal information that includes student activities and work as well as images captured by videos and photos. This may include videos / photos taken at school activities and events, formal group / class photos.

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

You have the right to opt out of having your/your child's image and personal 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.

Confidential information

There is some personal information concerning students that may not be able to be shared with parents/caregivers. This includes information shared with a school counsellor that is considered by the counsellor (in accordance with the NZAC Code of Ethics) to be confidential and privileged information and for which the student has not given consent for its release.

A student's personal information may be withheld at the student's request from a parent/caregiver in circumstances where the student is deemed sufficiently capable of making this decision, in compliance with a court order or where there is genuine grounds for concern about a student's health and well-being.