



GOOD SHEPHERD SCHOOL

## PRIVACY POLICY



Good Shepherd School recognises the uniqueness of each individual as part of God's creation and supports this through the development of the individual's spiritual, social, emotional, intellectual and physical ability. Good Shepherd School acknowledges that education is provided within the Catholic context.

The Good Shepherd School Board of Trustees recognises the unique position of Māori as tangata whenua, and its role and responsibilities in meeting its obligations under Te Tiriti o Waitangi / The Treaty of Waitangi. Good Shepherd School is, therefore, committed to Te Tiriti o Waitangi and its practical expression in our school.

Good Shepherd School promotes and protects the privacy of all individuals associated with the school, including all students, present and past, staff, parents, guardians and whānau, parent helpers and other volunteers, visitors and any other person who submits, or from whom we collect, personal information. We follow the key principles of the Privacy Act 2020, which describes how we may collect, use, store and dispose of personal information.

The board appoints the principal as the school's privacy officer. The privacy officer deals with requests for personal information and, if required, liaises with the Privacy Commissioner in any investigations.

### **What personal information is collected by the school and who is it collected from?**

The school collects personal information that parents or guardians provide about them and/or their child. The personal information the school collects may include without limitation:

- parent/guardian's name, phone number, address and other contact details;
- the child's name, date of birth, academic information and health information; and
- other information requested by the school or provided by the parent/guardian for the purpose described below, including application information to attend school activities or events.

The school may collect personal information about current and prospective staff, board members, parent helpers and other volunteers in a number of ways including:

- directly from job applicants and staff during the recruitment phase and during the course of their employment with the school;
- from other parties (such as job applicants' representatives or referees);
- from publicly available sources (such as social media sites); and
- from medical forms, incident reports occupational health and safety requirements and background checks authorised by the applicant, staff member, or from any other third party authorised by the applicant or staff member

### **Purpose of collection of personal information**

The school will only collect personal information for purposes connected with the function of the school, and only when it is necessary to have this information.

The school may use the personal information for any of the following purposes:

- to process an enrolment application for Good Shepherd School;

- to provide education and associated school activities;
- for administration purposes;
- to process and respond to enquiries or requests;
- to contact individuals in the event of an emergency;
- for any specific purpose that the school notifies at the time the personal information is collected;
- to comply with relevant laws; and
- for any other purposes permitted by law.

In relation to current and prospective staff, board members, parent helpers, volunteers and all other persons, the school may use personal information for purposes including:

- assessing whether an individual is suitable for employment or work, including work with children;
- administering the individual's employment or contract;
- ensuring that information the school has collected is accurate and up-to-date;
- internal accounting, administration and insurance;
- seeking donations or other funds and marketing for the school;
- reporting to government authorities;
- satisfying legal obligations including with respect to child safety; and
- any other purposes that you would reasonably expect.

## **When the school may disclose personal information**

The school may disclose personal information:

- to provide accurate information to other education providers and a safe transfer of information for students transferring to another school;
- to any government departments, e.g. the Ministry of Education and Ministry of Health;
- to or other organisations where the school is required by law to do so;
- to the school's agents, service providers (including hosting providers) and other relevant third parties to the extent necessary to carry out any of the purposes for which the school may use personal information as outlined above;
- to external organisations in connection with the school's pre-enrolment process;
- if the school is required to do so in the course of legal proceedings or other investigations;
- in the event of an emergency, to emergency services, nominated emergency contact person, or other person assessed as necessary to respond to the emergency; or
- with the relevant individual's authorisation or where the school is otherwise permitted to do so by applicable law.

Except as set out above, the school will not share personal information with any third parties

## **Disclosing personal information outside New Zealand**

Good Shepherd School only discloses personal information outside New Zealand if:

- a parent authorises the disclosure, and understands that we cannot guarantee the security of the information once it is sent outside New Zealand, or
- we reasonably believe the country where the information is sent has comparable privacy safeguards.

## **Unique Identifiers**

Where necessary, and when it's useful for administrative purposes, we use the National Student Number (NSN) or other personal ID numbers.

## **How the school stores personal information**

Certain information may be stored on the school's hosting provider's servers. The school has entered into appropriate arrangements requiring its hosting provider to keep the hosted information secure and confidential. Where the school stores personal information itself, the school ensures that it is kept safe and secure, using reasonable steps to prevent unauthorised access to, or disclosure, alteration, loss or destruction of, personal information.

## **Accessing/correcting personal information**

Parents/guardians may request access to, or correction of, the personal information the school holds about them or their child by contacting the school.

## **Retention of personal information**

The school will determine how long it holds personal information, but will not keep personal information for longer than is lawful or necessary to achieve the purpose for which we may lawfully use or retain it. This is in line with the Ministry of Education's requirements on school records and retention.

## **Use of photographs/videos/recordings**

Good Shepherd School proudly shares achievements directly with whānau and with the wider community, including through appropriate online forums. Photographs and videos of groups and of individuals and their work may appear in;

- students' learning records such as journals;
- the school newsletter;
- the school magazine;
- the school website;
- school social media activity; and
- other appropriate forums which recognise achievement and participation.

When publishing any media or student work, the school may at times refer to the student by name. However, it is the school's strict policy that any images for publication are positive, respectful and modest depictions of individuals. Any parent or guardian that does not want their child's image to be used for the above purposes should advise the school, and we will do our best to adhere to their request. However, in this digital age, it is no longer possible to completely control the publication of images, and therefore the school can take no responsibility for images or videos published by individuals acting outside of the school's jurisdiction and without parental consent.

## **How to contact the school**

Any queries, requests or complaints in relation to personal information held by the school or this privacy policy should be sent to the school by email at [admin@goodshepherd.school.nz](mailto:admin@goodshepherd.school.nz) or to 30 Telford Avenue, Balmoral, Auckland 1041, in each case marked for the Principal's attention.

## **Notifiable privacy breaches**

The Privacy Act 2020 (Act) requires that if there has been a notifiable privacy breach in relation to personal information held by the school, the school must notify the Office of the Privacy Commissioner

and the affected individual, unless an exception applies under the Act. The school has implemented procedures to deal with any notifiable privacy breaches that occur.



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**Chairperson**

April 2022  
**Approved**

2025  
**Next Review**