



Garin College

Privacy Statement

We recognise privacy as an integral part of our values-led approach to education. We need to collect and use personal information to do our jobs. Without this information, we cannot educate and grow our students, keep people safe or innovate. But we also know that maintaining the trust and confidence of our community is paramount. Garin College complies with the requirements of the Privacy Act 2020 - see Garin College's Privacy Policy-Schooldocs: Username - garincollege Password - achieve

What is this privacy statement?

This privacy statement explains what personal information Garin College collects, why we need it, how we use it, and who we share it with. It also explains how our community members can request or correct their information.

In summary:

- We collect only the personal information we really need to meet our purposes, and as required by the Education and Training Act 2020.
- We take reasonable steps to protect the personal information we hold from harm.
- We use personal information in the ways set out in this statement, and only ever to meet our lawful college purposes.
- We only share information with others when we really need to, and we may have to share without consent if we think a community member is at risk.
- Community members have the right to request a copy of the personal information we hold about them, or to correct their information.
- Parents and guardians can generally request personal information about their children, but we must always put our students' best interests first.

We may update this privacy statement from time to time, for example to reflect changes to the Privacy Act, so take another look occasionally to see what might have changed.

A note on consent

Where we are relying on consent, or authorisation, to collect, use or share personal information, we will generally seek this consent from a student's parent or guardian (as the student's representative).

However, there may be times where this is not appropriate, including where a student is over the age of 16 and the personal information in question is sensitive, or relates to matters over which the student may have a reasonable expectation of privacy.

What personal information does Garin College collect?

We collect personal information about our community members in several ways:

- We collect personal information directly from the person when they engage with us, for example completing an enrolment form or medical form.

- We collect personal information from third parties indirectly (Information Privacy Principle 3A - IPP3A), for example from a student's family, from medical practitioners, educational psychologists, speech language therapists, occupational therapists or from other schools. If we collect personal information about a student from someone else, families/whānau will be informed (IPP3A).
- We generate personal information as people use our services, for example when students engage in the classroom, meet with our health staff or move around the college campus.

We collect a very broad range of personal information, and the information we collect about someone will depend on their role in our community – whether they're a student, alumni, parent or guardian, or a visitor to our college campus. The information we may collect includes:

- Personal details, including name, contact information, age, gender, and ethnicity
- Academic history
- Health information
- Information about academic performance
- Information about student behaviour and welfare, including family circumstances
- Attendance records
- Information about family/whānau and emergency contacts
- Photographs, audio, video or other media (for example during school trips or activities)
- Information about use of Garin College digital resources and web portals, collected using , cookies, and/or third-party analytics tools

How does Garin College use personal information?

Our primary purpose for collecting personal information is to deliver educational services. To do this, we need to use personal information in the ways set out below. Where we need to use information in a way we have not anticipated here, we will only do so if required or permitted by law or with consent.

We use personal information to:

- Provide educational services to our students;
- Look after student educational, social and medical wellbeing and safety;
- Communicate with a students' parents, guardians or whānau about their education and wellbeing;
- Ensure the safety of our staff, volunteers, contractors, and visitors to our college campus;
- Manage and administer our college;
- Conduct marketing and communications activities (for Garin College, not third parties), manage events, and seek donations;
- Meet the requirements of the Education Act and other legislation, including reporting requirements; and
- For any other purposes that would be reasonably expected and are permitted by law.

We will only use sensitive information, like health information or information about suspected risks to a student's safety, for the purpose of ensuring that student's wellbeing. We will only use this information in other ways with consent or where permitted or required by law.

When does Garin College share personal information?

We need to share personal information in order to meet the purposes set out above. In all cases, we share with care and only ever disclose the minimum amount of personal information required to meet our purposes.

Sharing as part of the education system

We need to share general information about our students and community members in order to deliver educational services. This might include information about academic performance, reports, information about student behaviour, information required for planning school trips or events, or statistical information for reporting purposes.

We may share this information with:

- Parents, guardians, or whānau;
- Volunteers;
- Other schools (including overseas schools for student exchanges);
- Ministry of Education; or
- External Providers.

Sharing to keep students safe and well

Information about student health and wellbeing is generally only accessed by our health and counselling staff, who are subject to additional medical ethics requirements. However, sometimes, we may need to share sensitive information about our students or community members in order to keep people safe. This might include health information, information about student wellbeing, information about bullying, or any concerns we have about a students' family circumstances (including perceived risks of family violence).

This is always a difficult decision for us to make, as we may need to share personal information at these times against the wishes of a student. We always approach these decisions with care, and in the best interests of the student concerned.

We may share this information with:

- Parents, guardians, or whānau;
- Health agencies;
- Police;
- Oranga Tamariki; or
- Other government agencies.

Sharing to promote our college

We're proud of our college and our college community. This means that we want to share our achievements and the achievements of our students, to promote Garin College.

For these purposes, we might share student work, student profiles, alumni profiles and career stories, or photographs and video footage of student trips or activities. At the time of enrolment, or anytime, we provide students and their parents with the ability to opt out of this type of information sharing by emailing: achieve@garincollege.nz. We also take care to ensure that we do not share information about any students about whom there are known safety concerns.

We may share this information:

- On our website;
- On the social media sites we use;
- In promotional materials, such as advertisements, brochures and prospectuses; and
- In our community publications, including our e-newsletter and Footprints Magazine.

How does Garin College store and protect personal information?

We store personal information electronically (on secure systems or platforms, including cloud platforms) or in hardcopy (in a secure physical location, including lockable cabinets). We may use third-party service providers to store and process personal information for us, some of which may store or process information overseas.

We retain personal information only for as long as we have a lawful purpose to use it, and we securely destroy or de-identify the information we no longer need. We follow Ministry of Education records retention and disposal guidelines, and generally retain personal information about a student for no more than seven years after their enrolment with Garin College has ended, though we may retain some information (like name and contact information) for longer if we have a lawful purpose to use it (e.g. alumni networks) or in the public domain (e.g. school publications and awards).

We take all reasonable steps to protect personal information from loss, misuse, or unauthorised access or disclosure, including ensuring that only authorised staff or volunteers can access electronic platforms or physical storage, and that they access only the personal information they need to perform their functions. We won't ask you to use any third-party software or applications to interact with us unless we've assessed them first.

How do community members access or correct their information?

All community members – students, alumni, parents or guardians, or visitors – have the right to request a copy of the personal information we hold about them, or to ask us to correct it if they think it's wrong. Please direct requests to Garin College's Privacy Officer by:

- Emailing – principal@garincollege.nz
- Calling – + 64 3 543 9488; or
- Writing to – Privacy Officer, Garin College, 35 Champion Road, Richmond 7020

We will process a request as soon as possible, and no later than 20 working days after we receive it. We will be as open as we can with the requester, and will only withhold information if we have a lawful basis. For example, we might withhold information if we believe that releasing it might involve the unwarranted disclosure of the affairs of another person, or might increase the risk of harassment or harm to another person.

Parents or guardians can generally request a copy of personal information about their child, on the basis that they are acting as their child's representative. However, we will always act in the best interests of our students, and if we believe releasing student information to a parent or guardian may not be in the student's best interests, we may refuse.

If we refuse to correct information because we believe it is accurate, the requester has the right to attach a statement to the information that explains the correction.

How do community members raise privacy concerns?

If you have an enquiry, a concern or complaint about the way Garin College has managed your personal information, or information about your child, including the way we have responded to a privacy request.

Please contact Garin College's Privacy Officer by:

- Emailing – principal@garincollege.nz
- Calling – + 64 3 543 9488; or
- Writing to – Privacy Officer, Garin College, 35 Champion Road, Richmond 7020

Concerns or complaints will follow the Garin College Concerns and Complaints Policy (Schooldocs).

A breach of privacy is managed as per the Garin College Privacy Policy .

If we cannot resolve your concerns, then you have the right to complain to the Office of the Privacy Commissioner. Details for making a complaint to the Privacy Commissioner can be found at privacy.org.nz/your-rights/making-a-complaint/.

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Policy Owner: Garin College