

# Privacy Policy

## PURPOSE:

Information will be collected in accordance with the Privacy Act 1993. Families and whānau will have a clear understanding of the reasons for collecting such information and will give consent where necessary.

## PROCEDURES:

1. To satisfy the requirements of the Privacy Act 1993, we will display the following on the centre's wall:

The Privacy Officer of this service is Hilary

It is their responsibility to:

- Use information collected for the purpose it was collected for;
- Ensure personal information is securely stored;
- Ensure information collected is accurate; and
- Make available to a person information held about them.

2. In relation to collection of information from adults, we will:
  - Collect any information directly from the person concerned.
  - We will explain what the information will be used for and who else may be given the information.
  - We will only use such information for lawful purposes and with the person's permission.
  - We will only collect information for specific, relevant purposes.
  - We will ensure confidential information is on passworded computer files, in locked drawers or maintained in specifically designated folders in the centre's office. We have security systems on the premises and on the computers.
3. In relation to collection of information from or about children, we will:
  - Only use the information for the purpose for which it was obtained.
  - We inform parents of why we collect information.
  - Parents have a right to access all information held about themselves or their children.
  - Upon request the Privacy Officers will ensure that the children's parents and caregivers have a clear understanding of our information collection and management processes.
  - We gain parental consent before sharing information.
  - Relevant staff are informed of situations where parental consent is not given.
  - Extra care will be taken where there are custodial issues, especially in relation to who may pick up a child. In the case of custodial arrangements agreement will be sought from the enrolling parent as to how information provided and collected (including assessment information) is to be shared. It is anticipated that dual copies of assessment information would be made available to both parents if agreed.
4. Where photos of children are taken and then displayed in a public forum (e.g. on a public facebook page, website, in advertising) parent consent is specifically obtained. Consent for private use of photos (e.g. for assessment, private facebook etc.) is obtained via the enrollment form. The teaching team are informed when consent has been withheld.

5. If a researcher or other person wants to observe or gather data on a child/ren, parents will be consulted and consent sought. The researcher will be required to sign a form that states the conditions of use of such information.

**GUIDING DOCUMENTS:** Privacy Act 1993

Approved by:

Centre Director: *Hilary Henderson*

Date: November 2022

Service Provider

Contact Person: *Aaron Donaldson*

Date: November 2022

Reviewed: November 2022

To be reviewed: November 2024

2020

- 1 Is this policy working?  
Changed Privacy officer-Hilary
- 2 Does it match our practice?
- 3 Is it supported by research?