



Te Aroha College Privacy Policy

Purpose

Te Aroha College is committed to protecting the personal information of our students, staff, and school community in accordance with the **Privacy Act 2020**. This policy outlines how we collect, use, store, and share personal information.

Collection of Personal Information

We collect personal information only for legitimate educational, administrative, or safety purposes. This may include:

- Full names, addresses, contact details
- Health and medical information
- Academic records and attendance data
- Information provided during enrolment, school activities, or communications

How We Use Personal Information

Personal information may be used for:

- Managing student enrolment and academic progress
- Ensuring student safety and wellbeing
- Communicating with parents and caregivers
- Supporting teaching and learning activities
- Meeting legal and compliance obligations

Disclosure of Personal Information

We will not disclose personal information unless:

- You have given consent
- It is required or permitted by law (e.g. to the Ministry of Education, NZQA, Police, or health services)
- It is necessary to prevent or lessen a serious threat to health or safety

Storage and Security

Personal information is stored securely in both physical and digital formats. We take reasonable steps to protect this information from misuse, loss, or unauthorized access. Only authorised staff have access to personal data.

Access and Correction

You have the right to:

- Request access to your personal information
- Request correction of any incorrect or outdated information

All requests can be made by contacting the school office.

Policy Review

This policy is reviewed every 3 years or as needed to comply with legal changes.

Date ratified: April 2025

Date of next review: April 2028