

PRIVACY REQUIREMENTS

Personal Information held by the School

INFORMATION

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your child.
2. Some of the information collected is to satisfy the School's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of the school requires that certain information is collected. These include, but are not limited to, Public Health, Previous schooling, reports, Ministry of Education requirements.
4. Health information about pupils is sensitive information within the terms of the Ministry of Education requirements. The school asks you to provide medical reports about pupils from time to time.
5. The school from time to time discloses personal and sensitive information to others for legal, administrative and educational purposes. This includes other Colleges, Schools, Medical Practitioners, and people providing specific services to the school, including specialist visiting teachers, club convenors, volunteers and counsellors.
6. Parents may seek access to personal information collected about them and their child by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
7. If you provide the school with the personal information of others, such as doctors or emergency contacts, the school encourages you to inform them that you are disclosing that information to the school and for which reasons, so that they can access that information if they so wish. The school does not usually disclose the information to third parties.

PHOTOGRAPHS

8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news including photographs of pupils, staff and parents involved in school-related activities will often form a part of :
 - a) School publications such as newsletters, magazines and/or
 - b) Promotional material, advertisements, press releases and on the school website

If you do not give permission to use the above mentioned material pertaining to your child you must advise us in writing that your permission is withheld.



Pupil		
First & Middle Name	Last Name	Date of Birth (DD/MM/YYYY)

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I have read and understood the **Notice to Parents** in regard to compliance with **The Privacy Requirements**. I wish to advise that pursuant to Paragraph 8:

- I give permission for my child's **photograph and name** to be used in school publications including Newsletter, Year Book, promotional material, press releases, and advertisements or on the school website. *(please tick if applicable)*
- I do not wish my child's **photograph** to be used in school publications including Newsletter, Year Book, promotional material, press releases, and advertisements or on the school website. *(please tick if applicable)*
- I do not wish my child's **name** to be used in promotional material, press releases, and advertisements or on the school website. *(please tick if applicable)*

Parent/Guardian Signature	
Print Name	Date