

# Pioneers Privacy Policy

## Rationale

This policy relates to the Privacy Act 2020 and outlines how Pioneers collects, uses, shares, stores and gives access to personal information.

## Objective

All teachers, educators and staff are required to work to protect the confidentiality of any information about learners, in line with legal requirements; and will respect parents/guardians rights to access information about their children, except if it is not in the child's best interests.

## Privacy Principles

1. Only collect the information you need.
2. Where possible, get information directly from the person.
3. Be clear about what the information is used for.
4. Use fair and reasonable ways of collecting information.
5. Keep information safe.
6. Let people access information about themselves.
7. Correct information if the person thinks it is wrong.
8. Make sure information is accurate before you use it.
9. Only use the information for the purpose you collected it.
10. Only share personal information if you have a good reason.
11. Only use identifiers if it is clearly allowed.
12. Only disclose personal information to an overseas agency if that agency has a similar level of protection to New Zealand, or the individual is fully informed and authorizes disclosure.

## Privacy Officer

1. The privacy officer is responsible for all privacy matters at Pioneers. The Director is the Privacy Officer for Pioneers.
2. Any breaches of this policy, or of the Privacy Act, are to be reported to the Privacy Officer as soon as possible
3. The Office of the Privacy Commissioner must be notified as soon as possible of any breach of privacy that has caused serious harm to someone (or is likely to do so).
4. If a notifiable breach occurs, the affected person should be notified.

## Procedures for Staff and Educators

1. On enrolment, parents are asked to sign the enrolment form which includes a Privacy Statement
2. On enrolment, parents are asked to complete an 'Authorisation for use of Photos' form on which they select where any photos of their child can be published both digitally and in print form.
3. All printed personal information about children is stored in a locked filing cabinet at head office and in centres.

4. All online platforms, such as ELI (the Ministry of Education database), Student Management Systems (such as Discover) Storypark and Pioneers Google Drive, which may include personal information and details for children, families, educators and staff, are accessed by staff and educator's personalised passwords.
5. ELI, the Ministry of Education database, is accessed only by the Pioneers Support Team (office team). All Pioneers digital devices are password protected.
6. All Pioneers staff have an individual Pioneers Google Drive account which has an individualised password assigned to them. Only the Support Team Leader and Director are administrators of Pioneers Google Drive.
7. When a staff member or educator resigns from Pioneers, their Pioneers Google account and Storypark account is suspended.
8. All digital images of centre children are stored only on Pioneers devices.
9. No student or visitor (unless it is a family member recording their own child) is permitted to use their personal devices for taking off, or storing, digital images of children.
10. Educators and teachers are permitted to use personal devices to capture digital images of children for the purposes of Storypark and profile books.
11. All information collected about staff, educators, children and families is disposed of securely after 7 years. Documents are either shredded or placed in the document destruction bin at head office.
12. Any information gathered and stored by Pioneers of a child is able to be accessed at any time by the child's family on request.
13. Any information gathered and stored by Pioneers about a staff member or educator can be accessed at any time by the staff member or educator on request.
14. It is a criminal offence to destroy a document containing personal information, knowing that a request has been made for that information.

#### **Informing Parents**

1. Only photos of your own child may be taken when attending an event at your child's centre, educator's home or Pioneers events outside of centres and educator's homes.
2. Parents are to be reminded of this by staff and educators at events such as children's birthday parties, playgroups, end of year Christmas parties and excursions.

#### **Access to Staff and Educator Information**

1. The Support Team Leader and Director are the only people with access to staff personal files. The Visiting Teacher team, Support Team Leader and Director are the only people with access to Educator's personal files.
2. No information is shared about staff or educators with anyone other than their team leader or the Director.

#### **Access to and sharing of children's information**

1. Children's printed information is held on site and kept locked in a filing cabinet.

2. On enrolment, parents are asked to disclose any custody orders and sign who may, or may not collect their child.
3. No information is to be shared with anyone else other than the parent/guardian of the child other than government authorities. If a person rings to ask for information about a child, the call is to be given to the team leader in the case of home-based. The headteacher/team leader is to ask for the person's details and decides if the person is authorised to be given information about the child. If the team leader is unsure, they are to contact and discuss with the Director.
4. Information about a child may only be given to:
  - a. the parent/guardian
  - b. Oranga Tamariki social worker for the child
  - c. the child's lawyer if one has been assigned

### **Privacy Statement**

We are collecting personal information for the purpose of providing early childhood education and care for your child. We will use and disclose your child's information only in accordance with the Privacy Act 2020. Under that Act, you have the right to access and request correction of any personal information we hold about your child. Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding and the measurement of educational outcomes. You can find more information about national student numbers at: [www.minedu.govt.nz/parents](http://www.minedu.govt.nz/parents). Information about acceptable identity verification documents is available online at [www.lead.ece.govt.nz](http://www.lead.ece.govt.nz) and [www.education.govt.nz/parents](http://www.education.govt.nz/parents). The ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

### References

[Privacy Act and supporting information from the Ministry of Education](#)