



3.2 PRIVACY POLICY

Outcome Statement

New Plymouth Girls' High School collects a range of personal and sensitive information from its students and school community. Information collected by the school shall be used only for the purposes for which it is collected. Information will only be used in a way that protects confidentiality and appropriate use of the information provided, in accordance with the Privacy Act 2020.

Definitions

Privacy means those principles that are defined by the Privacy Act 2020 and include the collection, access and accuracy of personal data and the holding, sharing and use of personal information with the overarching principle that information collected should be only used for the purposes for which it is collected, and by those persons authorised to use the information and must within the boundaries of the law protect the confidentiality of the provider of the information.

Personal information is information about an identifiable individual. Personal information includes information that the school collects, processes, stores or receives. This may be in person or via our website, email, social media, apps, over the phone, or through other channels.

Disclosure means making personal information available to another person, organization or agency, whether by sharing, transferring, publishing or providing access.

Overarching Principles

To ensure that personal information given to New Plymouth Girls' High School remains confidential to us, is used for the purposes for which it was collected and is used only by those persons authorised to use it. The school will manage personal information in accordance with the Information Privacy Principles set out in the Privacy Act 2020.

Expectations and limitations

Collection of personal information

1. Personal information collected, used, stored or disclosed by New Plymouth Girls High School must be necessary for a legitimate school purpose. Where personal information is collected from or about a student, parents or guardians will generally be informed and involved where appropriate, while recognising that students may have independent privacy rights under the Privacy Act 2020 depending on their maturity and the circumstances.
2. Personal information collected, may include demographic and personal contact data, performance, achievement and assessment information, attendance information, information that supports the school to provide education and other pastoral support, health and medical information, images of students engaging in school activities, and information relating to the use of the schools IT systems.
3. Some of the personal information collected is mandatory, in accordance with our legislative obligations and responsibilities.

4. Individuals have a right to know what information is collected about the student for the purposes above.

Advising of purpose of collection of information

5. New Plymouth Girls' High School uses the information collected for the purposes of school activity and educational services. This includes, but is not limited to providing education, school and extra curricula services; understanding the student demographic, to inform decisions about funding and resources; to support teaching and learning; to set policy and procedure; to assess performance and set targets; to safeguard students welfare and provide services and supports accordingly; to meet legislative responsibilities and statutory reporting; and to promote and market the school. Student images and work may be used for school communications including newsletters, yearbooks, school websites, and social media channels in accordance with school consent processes.
6. Only information that is necessary will be collected.

Storage and security of personal information

7. All personal information will be kept secure and stored in a manner that will minimize the risk of loss, and access, use, modification or disclosure by unauthorised persons. The school may store information in electronic systems including school management systems, cloud-based services, and other digital platforms used to support teaching and school administration.
8. Access to student files is limited to the student and to staff. Parents and legal guardians may access their child's personal information where appropriate and consistent with the Privacy Act 2020. Parents and legal guardians may access some of their student's information via the KAMAR portal through secure username and password access.
9. Access to staff information is limited to the Principal and their delegates.

Disclosure

10. Personal information may be disclosed when the individual concerned has authorized the disclosure, disclosure is necessary for the purposes for which the information was collected, the school is under a legal obligation to do so, the information is publicly available, disclosure is necessary to prevent a serious or imminent threat to the health or safety of an individual or the public, disclosure is authorized by the Privacy Act 2020, disclosure is made to government agencies or other organisations that support the welfare, education, or safety of students.
11. Personal information will not be disclosed to persons or organisations not bound by New Zealand's privacy laws.

Access to and correction of personal information

12. The individual whom the information is held about shall be entitled to access and request correction of their personal information held by the school, and to request that there be attached to the information a statement of any correction sought but not made.
13. Requests to access or correct personal information shall be answered/completed within 20 working days of the request being made.
14. Where an individual notifies the school that their request to access or correct their personal information is urgent, and provides the reason surrounding the urgency, the school will consider this when determining the priority of the request.
15. Where an individual requests to access or correct their personal information and the school does not hold that information, the school will notify the requestor.
16. The school may refuse to grant access to personal information, or partially withhold information, only in accordance with the provisions of the Privacy Act 2020.
17. Before providing access to personal information, the school will take reasonable steps to verify the identity of the requestor.

Privacy Breaches

18. If the school becomes aware of a privacy breach, it will take steps to contain the breach and assess the risk of harm, notify the Privacy Commissioner where the breach is likely to cause serious harm, notify affected individuals where required, and investigate the cause of the breach and take steps to prevent recurrence.

Holding of information

19. Personal information will not be held for longer than is required for the purposes for which the information may lawfully be used and in line with the requirements of the Public Records Act 2005 and the School Records Retention/Disposal Schedule guidance from the Ministry of Education and Archives New Zealand.

Delegation

The responsibility to uphold the legislative requirements regarding privacy for the school is delegated to the Principal.

The Privacy Officer is responsible for dealing with requests made under the Privacy Act 2020, working with the Privacy Commissioner in the event of any complaints being received, managing privacy breaches, and encouraging compliance with the Privacy Act 2020 within the school. The Principal fulfils the role of the Privacy Officer for the school.

Complaints

Any concerns regarding privacy or the handling of personal information should be directed to the school's Privacy Officer.

Legislative Compliance

Protected Disclosures Act 2000

Privacy Act 2020

Public Records Act 2005

Supporting Resources

[Privacy Commissioner Guidance](#)

[School Records Retention and Disposal Schedule Guidance](#)

School and Hostel Security Policy

Reviewed: March 2026

Next review: March 2029
