

Privacy Information

Glenfield College is required under Principle 3 of the Privacy Act 2020 to inform you:

- That we are collecting this information as a basis for your child's school records: to assess the educational needs of your child; and to ensure the school gets the correct resources from the Ministry of Education for your child.
- That this information will be available to the Principal and designated staff of Glenfield College.

Information provided by you or your child

You have been asked to provide Glenfield College with personal information about your child and yourself/family. Your child's file is confidential.

- You have the right to access the personal information you supplied.
- You have the right to ask us to correct any of the personal information you supplied.

The information collected may be disclosed to the Ministry of Education, NZ Police, Ministry of Social Development and health sector agencies in accordance with the principles of the Privacy Act. Except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Parents/caregivers/students should advise the school if/when any personal information they have provided changes.

If, for any reason, the enrolment does not go ahead, the information provided to the school will be destroyed.

Information provided by others

Glenfield College will request information about each student from their previous school. You may wish to authorise the school to collect information (verbal or written) from additional persons nominated by you. Communications between these persons and the school is strictly confidential. The information provided by these persons will not be disclosed to you.

Information created by the school

During your child's education, information will be generated by the Principal and his staff. For example: interview notes, school reports, notes of telephone conversations, evaluations and assessments prepared by various government departments (Education, Social Welfare, Health) and private agencies (e.g. private education providers). Records of this type will always be the property of Glenfield College and any information generated by the school will only be disclosed to you at the discretion of the Principal or nominated agent.

Glenfield College allocates students a student identification number (unique identifier) which may be used as a reference number on school documents and correspondence relating to that particular student.

Counsellors' information

In accordance with the NZAC Code of Ethics, Glenfield College counsellors treat all communication between counsellor and client as confidential and privileged information, unless the client gives consent for information to be disclosed.

Image consent

It is the school's policy to publicly display students' work wherever possible (including newsletters, prospectus, yearbook, website/social media platforms, open day advertising etc) and to use their image – individually or as part of a group – in the same publications. The Privacy Act 2020 requires that we have the permission of the student and their parents/guardian to do so. You can decline this by emailing admin@gc.ac.nz.

Parent portal use

Glenfield College provides a portal to allow parents/caregivers access to information regarding their child. Parents/caregivers must keep passwords secure and do nothing that would undermine the security of the portal.

Information sharing with the Attendance Service

When student attendance is concerning, information may be shared between the school and outside agencies for the purpose of establishing ways to remove attendance barriers. This information will not be disclosed to you. Ministry of Education Privacy Information can be found [here](#).

Information shared with school suppliers

Each year, the school engages Photolife to take student ID and class photos. Students' names and parent/caregiver email addresses are provided. The school shares student names and parent/caregiver email addresses at the start of a student's enrolment with Kindo. Both organisations have their own privacy policies in place.