



Glenfield College

Next review: Term 1 2027

Personal Information

Our school respects the privacy rights of students, staff, parents/guardians, and other members of the school community under the Privacy Act 2020. We manage **personal information** in accordance with the information privacy principles of the Privacy Act, and follow the processes below for collecting, protecting, accessing and correcting, and sharing personal information.

Collecting personal information

Glenfield College only collects personal information when necessary for the operation of the school (Principle 1).

Our purpose for collecting personal information includes:

- confirming the identity of students, staff, parents/guardians/caregivers
- communicating with our school community and celebrating achievement
- protecting the health, safety, and wellbeing of students, staff, and others at school and school activities
- providing a high standard of teaching and learning, programmes, and services
- maintaining financial, employment, and student records
- sharing information with government or other agencies (e.g. for funding, support, or contractual/legislative obligations).

We collect information in a fair and lawful way that respects individual privacy as much as possible, especially the privacy of children or young people. We collect personal information directly from the person concerned, or **indirectly** from a third-party if needed. If a person does not want to disclose information, we may collect it from other sources if necessary (Principles 1 and 2).

To comply with Principle 3 and 3A, we take reasonable steps to let the person concerned (or their parent/guardian/caregiver) know, either before their information is collected or (if that is not practicable) as soon as practicable after the information is collected:

- that personal information is being collected
- why we are collecting the information
- who will have access to the information
- whether the collection is authorised or required by law, and if so, the relevant legislation
- what will happen if the information is not supplied
- the name and contact details of the school as the collecting and holding agency, and/or the agency holding the information (if different from the school)
- their rights to access and correct the information.

This information may be set out in our general privacy statements and notices, as well as at the point where we collect personal information (e.g. enrolment, medical and health forms, or EOTC consent forms). If there is any delay in notification of the above we document our rationale and decision-making for the delay.

When collecting personal information, we are not required to let people know all the above if it is not necessary under the **exceptions** to Principle 3 and 3A.

We take reasonable steps to ensure whatever information we have collected is accurate before use (Principle 8).

Protecting personal information

At Glenfield College, we protect personal information from loss; and unauthorised access, use, or disclosure (Principle 5). This may include but is not limited to:

- restricting access to personal information (e.g. limiting access to staff who require it as part of their duties, or ensuring discussions of sensitive information are confidential)
- sharing information in keeping with the information privacy principles of the Privacy Act, and other relevant legislation (e.g. Oranga Tamariki Act 1989)
- assigning and/or using unique identifiers only when necessary, and not using the same identifier as other agencies (except for the National Student Number)
- holding physical documents securely (e.g. in a locked cabinet)
- holding electronic information securely (i.e. computer security and cybersecurity)
- destroying any documents with personal information when no longer needed (Principle 9), as required under the Public Records Act 2005.

Accessing and correcting personal information

Under the Privacy Act, anyone has the right to request access to their personal information, and ask for it to be corrected (Principles 6 and 7). Personal information may be requested by the person the information is about, or someone who represents them or is legally responsible for them (e.g. parents/guardians). They have a right to access this information unless it falls under the exceptions listed in the Privacy Act (s 49–53). Any decisions to decline access will be made carefully and documented.

We take reasonable steps to make sure personal information is correct, up to date, relevant, and not misleading (Principle 8). Individuals may request correction of their information. If we have a reason not to correct it, a record of the request is held with the information.

See [Personal Information Access and Correction](#).

Sharing personal information

At times, our school may need to share personal information (e.g. with parents/guardians, volunteers, third-party service providers, external agencies, the public). We comply with the information privacy principles of the Privacy Act 2020 and other relevant legislation when sharing the personal information of an individual. We only share information if sharing it is directly related to the purpose for which it was collected, if it is authorised by the person concerned, or if sharing is allowed by one of the other exceptions in the Act (Principle 11).

To support teaching, learning, and communication with our school community, we may need to share personal information about individuals within the school community (e.g. an email address or phone number) with third parties. We require third parties to maintain **confidentiality**.

Where appropriate and practicable, we seek authorisation/consent before sharing information. We ensure that the person is fully informed about:

- why we are sharing the information
- who we are sharing the information with
- what the information will be used for
- how we protect their information.

If a student is not able to provide authorisation/consent, we seek it from their parent/guardian. We keep a record of any agreements to share information. We consider any request to withdraw authorisation/consent to information sharing.

Information about a person is not given to a third party without the person's authorisation/consent, unless:

- the information was collected for this purpose
- the information is publicly available
- it is allowed by other legislation or legal rulings, including court orders
- it is necessary for the protection of the person or public health and safety
- the information will be used in way that does not identify the individual.

We consider whether to tell a person as soon as practicable after their personal information is shared with a third party. Our decision is based on the following factors:

- the information being shared
- the reasons for sharing the information and any need for confidentiality
- any request from the third party to keep sharing confidential
- if disclosing that we have shared information might risk or threaten any person's health or safety
- the importance of transparency and openness.

For further details about how we share personal information, see:

- [Sharing Student Personal Information with Parents/Guardians](#)
- [Sharing Student Personal Information with External Agencies](#)
- [Public Sharing of Personal Information.](#)

Third party providers

Our school only works with third-party service providers if we are satisfied that their privacy policy, settings, and controls are secure and managed appropriately, and that the information we provide will only be used for the purpose it was gathered. We only disclose information to third-party providers outside New Zealand if we are satisfied that they are either subject to the Privacy Act (because they do business in New Zealand) or are subject to comparable privacy laws in their own country and will ensure they adequately protect the information (Principle 12).

We consult with our school community about the introduction and use of services from third-party service providers where this is relevant to personal information and use all reasonable endeavours to accommodate those who wish to opt out of a particular service due to privacy concerns (e.g. IT software).

Where a third-party provider collects personal information on behalf of our school (e.g. through an online platform), the school remains responsible for compliance with the Privacy Act, including our notification obligations where applicable.

Related policies

- [Personal Information Access and Correction Process](#)
- [School Records Retention and Disposal](#)
- [Security Management](#)
- [Computer Security and Cybersecurity](#)

Legislation

- Privacy Act 2020
- Public Records Act 2005

Resources

- Privacy Commissioner | Te Mana Mātāpono Matatapu: [Privacy Act 2020 and the Privacy Principles](#) 

Hei mihi | Acknowledgement

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