



Glenfield College

Next review: Term 1 2027

Sharing Student Personal Information with External Agencies

Glenfield College is legally authorised to share student personal information with external agencies when that information concerns student safety, wellbeing, or learning support, or maintaining the law and others' health and safety. External agencies may also request information about students.

When sharing information with external agencies, Glenfield College complies with all relevant legislation, including the Oranga Tamariki Act 1989, Family Violence Act 2018, and Search and Surveillance Act 2012, and follows the Ministry of Education's learning support guidelines. We are also guided by the information privacy principles of the Privacy Act. See [Privacy](#) and [Personal Information](#).

Before sharing information with external agencies, the designated child protection person discusses any safety and wellbeing concerns with relevant staff. At Glenfield College, our designated child protection person is the principal. We proactively share information with certain external agencies when needed (e.g. social, family, and community services) and if we determine that it is in the best interests of the student. In all situations, we only share information that is accurate, up-to-date, and relevant to the safety and wellbeing of the student.

In most cases, we seek consent from the student before sharing information. Consent to share information covered by the Oranga Tamariki Act or the Family Violence Act may not be required if there is risk of harm to an individual's safety or wellbeing. There may also be different consent requirements when sharing information with the police.

Sharing information under the Oranga Tamariki Act

Our board is classified as a **child welfare and protection agency** (CWPA) under the Oranga Tamariki Act 1989. This means we may proactively share information with, and request information from, other professionals, or may receive a request for information under section 66C of the Act from another CWPA or an **independent person** (as defined in the Act). No civil, criminal, or disciplinary proceedings can be brought against someone acting in good faith under this Act.

The Oranga Tamariki Act states that information may be shared to:

- prevent or reduce the risk of harm, ill-treatment, abuse, neglect, or deprivation
- make or contribute to an assessment of the risks or needs of a child
- make, contribute to, or monitor any support plan created under the Oranga Tamariki Act
- prepare, implement, or review any prevention plan or strategy made by Oranga Tamariki
- arrange, provide, or review services facilitated by Oranga Tamariki
- carry out any function in relation to a family group conference, children in care, or anything else related to the care or protection of children.


We follow the guidance of Oranga Tamariki when sharing information. See [Information sharing](#) .

Sharing information under the Family Violence Act


Our board is classified as a **family violence agency** under the Family Violence Act 2018, and teachers with current practising certificates or limited authority to teach are classified as **social services practitioners**.

The school considers sharing information if we:

- receive a request for information from another family violence agency or social services practitioner
- believe sharing information within the **family violence sector** may protect someone from family violence.

Our school responds to family violence using guidance from the Ministry of Justice. See [Information Sharing Guidance](#) .

Sharing learning support information

Glenfield College follows the Ministry of Education's guidance for sharing learning support information under the learning support delivery model, which includes considerations and template protocols for sharing personal information, sharing aggregate information, and sharing information about an individual without identifying them. See [Follow protocols for sharing information](#)  (Ministry of Education).

Sharing information with the police

We are required to provide information to the police if the police have a **▶ search warrant or production order**. Otherwise, we may disclose personal information to the police if we believe on reasonable grounds that:

- such disclosure is lawful
- we are authorised to disclose the information
- the disclosure is necessary to avoid prejudice to the maintenance of the law (e.g. a police investigation or enforcement of a judgement)
- we need to disclose the information to prevent or lessen a serious threat to public health or safety, or individual health or safety.

If information is requested by the police, we ask the police to explain why they need the information for any of the above purposes. We determine if we are satisfied the information should be released, taking into account our privacy and confidentiality obligations.

Related policies

- [Privacy](#)
- [Requests for Official Information](#)
- [Child Protection](#)
- [Student Wellbeing and Safety](#)
- [Learning Support](#)

Legislation

- Oranga Tamariki Act 1989
- Family Violence Act 2018
- Privacy Act 2020
- Children's Act 2014
- Search and Surveillance Act 2012

Resources

- Oranga Tamariki Ministry for Children: [Information sharing](#) 
- Ministry of Justice | Tāhū o te Ture: [Information Sharing Guidance](#) 
- Privacy Act: [Schedule 2 – Approved information sharing agreements](#) 
- Privacy Commissioner | Te Mana Mātāpono Matatapu: [Sharing information to protect the wellbeing and safety of children and young people](#) 

Hei mihi | Acknowledgement

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