

The Privacy Act 1993

You should read this information before signing the enrolment form for your son or daughter.

Use of the personal information collected:

The information sought on the enrolment form is needed so that Otamatea High School can comply with the requirements of the Education Act, 1989 and the National Education Guidelines. You have a right to access and correct this information if necessary.

Information will be disseminated through the Principal, Acting Principal or his/her delegate, or, in special circumstances, the Guidance Counsellor who will act in accordance with the Children, Young Persons and Their Families Act.

1. Within the school, relevant personal information about your son or daughter will be available to members of staff for following purposes:

- a) To make contact with you or members of your family in cases of emergency.
- b) To report on your son's or daughter's progress at school.
- c) To make contact with you for discipline or pastoral care purposes.
- d) To provide you with information about school events.
- e) To notify you of administrative obligations in relation to your son's or daughter's school studies.
- f) To consult with you on matters of importance to the school.
- g) To make arrangements to meet any special health needs which your son's or daughter's stated interests.
- h) To arrange extra-curricular activities in accordance with your son's or daughter's stated interests.
- i) To gather statistical information for the purpose of research and school planning.

2. The school is also required, from time to time, to provide some personal information (usually your son's or daughter's name, current address, date of birth, ethnicity, and information relating to school studies) to some other agencies. The agencies which may require the school to provide this information include:

- a) The Ministry of Education
- b) The New Zealand Qualifications Authority
- c) The Special Education Service
- d) The New Zealand Police
- e) The Children and Young Persons' Service
- f) The Regional Health Authority
- g) The Public Health Nurse

3. The school may, from time to time, provide information to organisations or

group organising school related events. These groups or organisations may include:

- a) The Otamatea High School Parents, Teachers and Citizens Association (PTCA)
 - b) The Otamatea High School Board of Trustees
 - c) Groups involved in the organisation of school reunions or other functions involving current or former students.
4. Information about your son or daughter may be provided, upon request, to other educational or training institutions when your son or daughter:
- a) Enrols at another educational or training institution
 - b) Is enrolled concurrently at another educational or training institution (eg the New Zealand Correspondence School)
5. Upon enrolment at Otamatea High School information about your son/daughter/young person to whom you are the caregiver may be sought for educational institutions where she/he was previously enrolled.
6. Information about your son or daughter (not including assessment results) may be supplied to researcher conducting academic research or research related to the welfare and well being of students, based on a sample of students.
7. The school may use your address and telephone number to forward mail and messages for you or your son or daughter which have been received by the school.
8. The school may take reasonable steps to decide if there is an exemption from compliance to provide information under specific circumstances.

