****

**PRIVACY** **POLICY**

**RATIONALE**

At Flying Kiwi Preschool we recognise and respect individual rights of whānau and kaiako in protecting their privacy. It is important for all Flying Kiwi Preschool employees to be aware of the requirements of the Privacy Act 2020, and take all necessary steps to prevent a privacy breach from occurring.

**TE** **WHĀRIKI**

***Well-being/******Mana******atua******-******Goal******3:*** Tamariki, whānau and employees experience an environment where they are kept safe from harm.

***Belonging/******Mana******whenua******-******Goal******4:*** Tamariki, whānau and employees experience an environment where they know the limits and boundaries of acceptable behaviour.

**PROCEDURES**

* When collecting, using, disclosing, or otherwise dealing with any personal information, we will always consider and adhere to the information privacy principals as outlined at the conclusion of this Policy (Section 22 of the Privacy Act 2020 ).
* Key privacy principles for Flying Kiwi Preschool employees to adhere to are:

We will only collect, create and retain personal information that we reasonably require for the purpose of carrying out Flying Kiwi Preschool activities.

We will always be transparent about the personal information we collect as well as

how we may use, store and disclose it.

We will always take reasonable steps to ensure that personal information is adequately protected against loss and unauthorised access, use and disclosure.

We will only ever use and share personal information in ways agreed with the person the information is about, and only where necessary to meet our lawful purposes.

We will ensure the privacy rights of others, including the right to know in advance, and to consent to how their personal information is used and shared, as well as the right to access and correct their information.

* Flying Kiwi Preschool is committed to keeping children healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information will protect or improve the safety, health or well-being of a child. Our agency by law can always share information with Oranga Tamariki and the police. Further information can be found in our Child Protection Policy.
* Flying Kiwi Preschool director and centre manager are the Privacy Officers for Flying Kiwi Preschool. The Privacy Officers are responsible for ensuring all privacy law obligations are met when it comes to our collection, use, storage, security and retention of personal information of employees, children and others. In the case of a serious privacy breach, Flying Kiwi Preschool manager and director are responsible for reporting to the Privacy Commissioner.
* Kaiako must be aware of Flying Kiwi Preschool policies and procedures and their responsibilities to keep private information secure, including all written information and photographs. See ICT and social media policies.
* If kaiako are made aware of any privacy breaches, they must notify the manager as soon as possible, preferably within 24 hours of the breach being discovered. The manager will complete a privacy breach report (a template for this is kept with the manager)
* All records of privacy breaches or near misses is kept with the Flying Kiwi Preschool manager and if appropriate, discussed at monthly staff meeting.
* The Privacy Act 2020 makes it compulsory to report any privacy breaches "that have caused serious harm or are likely to do so". In the event that a breach of this nature does occur, Flying Kiwi Preschool will notify the Privacy Commissioner of the privacy breach. If we are unsure as to whether the breach is a serious one, we will contact the Privacy Commissioner and seek guidance.
* If there is a privacy breach, we will always notify the affected individuals promptly so that they can take steps to protect themselves and regain control of their information as soon as possible.
* Personal employee information will be collected and generated. What information and how this is used, can be found in Flying Kiwi Preschool Employee Handbook.
* When a family seeks to enrol their tamaiti at Flying Kiwi Preschool, we will need to collect a range of personal information from the family and third parties where relevant. Personal information about a tamaiti and their family will also be generated over the course of their enrolment. Information and what is collected, who it is shared with and how it is used, can be requested from the centre manager.
* All individuals have the right to request copies of their own personal information or to know what information Flying Kiwi Preschool has. On occasion some information may need to be withheld and if that is the case an explanation will be offered.
* All individuals have the right to correct any personal information Flying Kiwi Preschool holds about them.
* All individuals have the right to make a complaint about the way Flying Kiwi Preschool has collected, processed and used their personal information. (See complaints policy.) If this process is unsatisfactory, individuals can make a

complaint to the Officer of the New Zealand Privacy Commissioner at: [www.privacy.org.nz.](http://www.privacy.org.nz.)

* At times we will need to share personal information with external agencies. Where possible, we will seek consent to disclose personal information to third parties. Where this is not possible, we will only disclose personal information if we have a lawful and reasonable basis for doing so.
* Permission is sought on enrolment via a signed enrolment form for the use of digital images of tamariki for the purposes of:
* Assessment and planning.
* Flying Kiwi Preschool publications.
* Flying Kiwi Preschool events
* Storypark secure online communication software.
* Facebook and other social networking sites such as Instagram.
* Visitors and student kaiako not employed by Flying Kiwi Preschool, are required to seek and gain signed permission from mātua for assignments when documenting and photographing their experiences with tamariki at Flying Kiwi Preschool.
* Separate written consent will be sought for any tamariki involved in research undertaken in Flying Kiwi Preschool.
* All members of Flying Kiwi Preschool community, whanau, kaiako and all other employees, recognise the privacy of the whānau attending Flying Kiwi Preschool. They will seek consent before using images of employees, tamariki or whānau on any social networking site.
* All confidential personnel files are kept under lock and key.
* Where personal information is particularly sensitive (e.g. it is financial or health related) Flying Kiwi Preschool will take additional steps to ensure the information is secure and can only be accessed by those at Flying Kiwi Preschool who have a legitimate need to access and use it.
* We use some third-party services to store personal information that is provided to us by children/families and others. Such third-party services include Storypark and Discover. Mātua are informed and agree to this upon enrolment.
* Flying Kiwi Preschool is required to keep some information for specific periods of time. After such time Flying Kiwi Preschool will take all reasonably practicable steps to delete and destroy this information.

Flying Kiwi Preschool employees understand that photographic and video footage of tamariki learning experiences recorded on digital devices (either personally owned or the property of Flying Kiwi Preschool) such as mobile phone,

tablets, and other recordable electronic equipment will only be used within the context of learning stories. centre documentation. group planning and on Storypark. Flying Kiwi Preschool employees are able to use Flying Kiwi Preschool internet, computers and devices. Flying Kiwi Preschool reserves the right to monitor internet and system use noted above to ensure adherence to the requirements of our relevant policies. While Flying Kiwi Preschool will always apply the privacy principles outlined at the beginning of this policy when doing so, there should be no expectation of privacy in respect to employee use of Flying Kiwi Preschool's computer devices, software and other systems. In the event that employees choose to store personal information on such devices, software and systems, they do so at the risk that it may be accessed at some point in time.

* While performing Flying Kiwi Preschool duties, employees may be required to use technology that is capable of generating location information, such as mobile phones, tablets and laptops, and rental vehicles. We do not generally collect or use the location information these devices generate. However, we may use such location information for the purposes of ensuring health and safety or investigating incidents.

**LINKS** **TO:**

* Collaboration with Whānau Policy
* Information and Communication Technologies Policy
* Social Media Policy

**Date** **approved:**

**Review** **date:**