

Privacy Policy

Rationale: The storage and management of all documents that include personal information about any person associated with Little Explorers Preschool will remain confidential.

Purpose: To ensure Little Explorers Preschool meets the requirements of the Privacy Act 1993 and its Amendments.

Procedures:

The Director will be the Privacy Officer for Little Explorers.

The role of the Privacy Officer is to:

- Encourage compliance by Little Explorers Preschool with the information privacy principles.
- Deal with requests made to Little Explorers Preschool under the Privacy Act.
- Work with the Commissioner in relation to investigations conducted under the Act.
- Ensure compliance by the agency with the Privacy Act.
- Ensure all staff have received training on the management of information.
- Manage complaints and monitor any privacy issues.

Collection of Information

- Little Explorers Preschool will only collect personal information that is required to meet statutory requirements, for administrative purposes, or is needed to support the health and safety needs of individuals.
- Wherever possible the information shall be obtained directly from the person concerned, or from someone who is authorised to provide the information.
- The Enrolment Form will include a statement that informs parents of why the information is being collected, who will have access to it, and the purpose for which it will be used.

Security of Information

- All current personal information will be stored in a locked cabinet.
- All archived personal information is stored in a secure container off site.
- Information will be stored for at least 7 years after the last contact. After that time it will be destroyed in a secure manner by secure document destruction.
- Access to our online student management software will be password protected.
- Access to all computers that connect to our local intranet will be password protected.
- If the staff member using their student management software has to leave their computer for any period of time (especially where members of the public are situated) then the staff member will log out of the programme.
- Only teachers or administration staff can access the student management software or child enrolment forms.

Disclosure of Information

- No information will be shared with other agencies without the written consent of parents/whānau. Should the request be to support the safety of the child, i.e. from The Ministry of Vulnerable Children, Oranga Tamariki or the Police, then information will be shared.

- If the parents/whānau of the child do not live together, copies of the child's personal information will be available to both parents/whānau if requested. Dual copies of the child's assessment information (Profile Books, etc) will be provided if requested.
- Parents/Whānau and Little Explorers staff will have the right to view and make changes to any information that is held about them or their child.
- Any personal information of staff will be stored in a locked cabinet accessible by only the Centre Manager or relevant Administrator.

This is displayed on the centre entrance noticeboard:

The privacy officer of this centre is **Tracey Bentley**.

It is their responsibility to:

- Use information collected for the purpose it was collected for.
- Ensure personal information is securely stored.
- Ensure information collected is accurate.
- Make available to a person information held about them.

Approved by: Name: Position: Date:	Ki Mansell, Tracey Bentley Manager, Director 04/06/24
Consultation:	Management.
Next Review Date:	June 2027
Copies Located:	Operations Manual.