

Northcote Kāhui Ako and Learning Support Coordinator Protocol

Sharing Personal Information

This protocol outlines the agreement Northcote Kahui Ako and Learning Support Coordinators (LSC) have made in regard to the safe collation of personal information about children and young people's learning support needs. For the purpose of reference throughout the document, the Northcote Kahui Ako consists of: Northcote Baptist Early Childhood Center, Tots Corner Early Childhood Center, Birkenhead Primary School, Northcote Primary School, Onepoto Primary School, Willow Park Primary School, Northcote Intermediate School and Northcote College.

The difference between personal information and aggregated data:

Personal information includes name, NSN number, confidential reports, DoB and class. Aggregated data includes data which does not identify a student. Aggregated data will collect data from multiple sources and be used for statistical analysis, reporting and analyzing trends.

Purpose

Members of the group are disclosing and using personal information about children and young people, with agreement from them or their parents/guardian, for the purpose of providing better support to meet their additional learning needs.

What information will be shared and why

There are very few circumstances where we would share a child / young person's personal information over aggregated data such as; a child transitioning to another school and referrals to outside agencies to gain further learning support or funding for an individual child.

If they are needed to combine different data sources and individuals are needed to be identified to make the initial link in a trend. In particular, bringing individual learners' information together in one place to allow an aggregated view of the educational needs and wellbeing of all children and young people. Once the aggregated view is established then their personal information would be disregarded and no longer used in this instance.

Who will access the information and why

Those directly involved in the support of learning at each school would have access to a child's personal information.

Who	Why
• <i>Educational professional's within each school/ kura</i> who work directly with the individual	• Knowing the information will directly benefit and/or better enable support for the child

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• This may be inclusive of SLT, LSC, SENCO, Class Teacher, and other support staff e.g., ESOL teacher, RR, LA • Sensitive and confidential information will only be shared beyond SLT and LSC <u>with permission from the legal guardian</u> <i>NB: All staff are bound by a confidentiality agreement as set out in their employment contracts</i>	
• LSC's within the Kahui Ako and other educational facilities <u>with permission from the legal guardian</u>	• To facilitate transition from one educational facility to the other • So that support systems can be planned for in advance
• Support services and agencies outside of schools/ kura <u>with permission from the legal guardian</u> • This is inclusive of MoE SES, MoH, RTLb and RTLit, RTVis and hard of hearing, DHB's	• To seek funding and support for the individual • To seek PD and support for those working with the individual

How information will be securely shared, transmitted and stored

Each school will take responsibility for the safe storage of personal information for the children within their school.

Our systems that we have in place include:

- Individual documents on google drive will be controlled by secured sharing settings. These will be monitored regularly.
- Passwords protect all applicable files emailed or uploaded to secured shared drives.
- Careful consideration is given as to whether personal information needs to be printed. In the event personal material is printed it will not be left unattended and will be filed away safely or destroyed when appropriate.

How people can access the information to make corrections

The child and their legal guardians are able to access their child's information at any time by appointment with the LSC's and/or SENCO's.

At the time of enrollment at the child's school they will be asked then if they consent to be on the learning support register. This allows the school to put them on their school's learning support register should they show the need for learning support. Statistically 1 in 5 children will need learning support

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throughout their schooling so doing this at enrollment allows the school to gain extra support for this child when the need arises.

When and how information will be removed from the shared register or database

Once a child leaves their current school, the information will be either archived or transferred to their new school (with permission from their legal guardians).

Archived information will be removed from current databases.

How a privacy breach will be managed

If we feel that a child's personal information has been breached then the child and their legal guardians are to be called immediately and explained what information may have been accessed about them or their child.

As a Kahui Ako, we would go through the steps outlined on the www.privacy.org.nz/data-breaches website. A condensed version is listed below to outline what would be expected.

Step 1: Contain and Assess

Once a privacy breach has been discovered it will be contained immediately and the principal of the specific school where the breach occurred, will begin an investigation into what went wrong and inform those from the school that would need to know i.e. LSC, SENCO.

A breach would be contained by:

- Stopping an unauthorized practice
- Trying to get the lost information back
- Disabling the breached system
- Canceling or changing computer access codes
- Trying to fix any weaknesses in your organization's physical or electronic security.

Step 2: Evaluate the Risks

- What personal information is involved?
- What the personal information might show?
- Is the personal information easy to get at?
- What caused the breach?
- What is the extent of the breach?
- What is the potential harm?

Step 3: Notify if Necessary

- If a privacy breach creates a risk of harm to a person, they will be notified promptly of a privacy breach.

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- A child and their legal guardians will be notified about what information was compromised, when it happened and what steps are being taken to ensure it doesn't happen again.
- The child and their family will be given steps they can take in order to protect themselves (e.g. changing of passwords if applicable).
- The child and their family will be told if third parties (i.e. police) have been notified as well.

Step 4: Prevent a repeat

- A review of our procedures and protocols and make changes if required.

Reference Points:

- NZ Code of Professional responsibility
- NZ Privacy Commission Act - Code of Practice