



COLLECTION, STORAGE, ACCESS AND DISPOSAL OF PERSONAL INFORMATION PROCEDURE

RATIONALE

The Wesley College School Board recognises its duty to maintain the privacy of all prospective, current and past staff and students, enrolled or employed at the College in relation to the collection, use, access, correction and disclosure of personal information.

DEFINITION

“Individual” means a natural person, other than a deceased natural person.

“Personal Information” is information about an identifiable individual that is not contained in a publicly available publication.

PURPOSE

To establish procedures for collection, use and disclosure of personal information about identifiable individuals, and access to and correction of personal information and the use of unique identifiers, must comply with the twelve ‘Privacy Principles of Privacy Act 1993.

PROCEDURE

How we collect personal information

Wesley College takes all reasonable steps to ensure that information collected:

- is necessary for College purposes
- is relevant to the purpose of collection
- is collected in a fair way, without unreasonable intrusion; and
- is as up to date and complete as possible.

How We Use Your Personal Information

1. Wesley College will take all reasonable steps to ensure that personal information is protected against loss, unauthorised access, modification or disclosure, and other misuse.
2. Personal information collected and held by the College will only be accessed and used by people employed or engaged by the College as required in the fulfilment of their duties and in a manner consistent with the original purpose.
3. Information may be used or disclosed to organisations outside the College where permitted by the Information Privacy Act/Health Records Act. Information may be used and disclosed for the purposes of collection. It may also be used or disclosed for secondary purposes in certain circumstances, such as where the individual consents to such use, or where the use is authorised by law.

Personal information, including sensitive information and health information, may be used for the following purposes:

Students:

- Applications
- Enrolment
- Course Administration
- Academic Progress
- Scholarship Selection
- Provision of Services to Students

Staff:

- Selection
- Appointment
- Review
- Promotion
- General Administration
- Provision of Services to Staff

Other:

- Library
- Alumni
- Research
- Marketing

In addition, the College may release students' personal information in the following instances:

- factual data (name, address, etc.) to the Wesley College Old Student Association and student bodies to enable them to manage their membership;
- academic progress information to another tertiary institution or related body as required in the course of a student's transfer to a new institution;
- personal and enrolment information, including academic results, of students undertaking cross-institutional study to the relevant institution as required to confirm the student's enrolment or qualification;
- personal information to relevant organisations engaged by the College to provide debt recovery services;
- personal and enrolment information, including academic results, of students undertaking apprenticeship training to their employer.

How We Dispose of Your Personal Information

Reference is made to the 'School Records Retention / Disposal Procedure.

The School Records Retention/Disposal Schedule is the authorisation that Archives New Zealand has given. It supports schools in their record keeping as it identifies the school records that can be discharged or destroyed, and those which must eventually be sent to Archives New Zealand. A copy of the Ministry of Education School Records Retention / Disposal of information is kept in the school office.

There are publicly available sources of information regarding current and former staff and students that are not subject to the College's Information Privacy Policy, including:

- Collegian magazine;
- handbooks and other publications (including web published documents); and
- prize giving programs.

The College is committed to protecting and maintaining the privacy, accuracy and security of personal information. Further details may be obtained from the Privacy Officer.

The College may, from time to time, update its Privacy Policy and/or Collection, Use and Disclosure Statement to ensure it remains appropriate to changing laws, technology and the University environment.

This procedure was issued by the Principal July 2021.
This procedure will be reviewed on / before July 2024.

PRINCIPAL

8 July 2021
DATE