

## Governance Policy

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi  
Nurture - Include - Engage - Innovate - Lead

What guides us:

Living Te Tiriti o Waitangi  
Ensuring ākonga are at the centre of everything we do  
Delivering high-quality, future-focused teaching and learning

## PRIVACY

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Date of approval	: June 2023
Date first created/This version no.	: 2023/1
Next review date (3 year cycle)	: June 2026
Owner	: Privacy Officer
Who does this policy apply to	: Everyone

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### Outcome statement

This Privacy Policy sets out the principles which are used by Te Kura to collect, store, use and disclose personal information about ākonga, whānau, kaimahi and other individuals. It applies to the work of all Te Kura kaimahi.

### Te Tiriti o Waitangi

Te Kura is a major education provider, and both our leadership and organisational approach is focused on living Te Tiriti o Waitangi. This policy aligns with [Te Tiriti o Waitangi Policy](#) which recognises and upholds the obligations and commitments of Te Tiriti o Waitangi.

This policy recognises the constitutional status of Māori as the first inhabitants of Aotearoa/New Zealand which gives rise to the expectation of equal treatment, mutual benefit and tino rangatiratanga. Te Kura acknowledges our obligation under Te Tiriti o Waitangi to actively protect Māori knowledge, interests, values and other tāonga.

### Cultural inclusivity

Cultural safety and responsiveness are paramount to Te Kura for kaimahi, ākonga and whānau. This policy acknowledges the right of other cultures and cultural contexts to their cultural information, knowledge, interests, values and tāonga, and to have input in decisions, as appropriate, regarding these.

### Definitions

**Culture:** Culture includes, but is not limited to, age or generation, gender, sexual orientation, occupation and socio-economic status, cultural and epistemological frame of reference, ethnic origin, or migrant experience, religious or spiritual belief, and disability.

**Cultural safety and responsiveness:** effective delivery as applied to a person, family, or group from another culture, and as determined by that person, family, or group. The role delivering the service will understand and recognise the cultural origins, assumptions, and limitations of certain forms of

delivery within some cultural contexts. They will also have undertaken a process of reflection on their own cultural identity and will recognise the impact that their personal culture has on delivery.

## Delegations

Authority and accountability for the day-to-day running of the school is delegated to the Chief Executive. Reference in documentation to the school, management and staff is to be read as Chief Executive regarding responsibility for implementation.

Only decisions made by the Board are binding on the Chief Executive unless specific delegations to the Board Chair, individual Board members, Chair of the Employer Committee, Chair of the Risk Assurance Committee or both the committees are in place.

## Expectations and limitations

In accordance with the provisions of the Privacy Act 2020, Te Kura will promote and protect the privacy of individuals with regard to:

- a. The collection, use, storage, and disclosure of personal information by Te Kura relating to individuals.
- b. Access by an individual to personal information relating to that individual and held by Te Kura.
- c. The collection, use, storage, and disclosure of information by Te Kura relating to individuals.
- d. Access by an individual to information relating to that individual and held by Te Kura.

Te Kura will:

- Have a Privacy Officer.
- Have a privacy statement and nga hātepe kaimahi (staff procedures) for managing the personal information of ākonga, whānau and other non-employees, which is held by Te Kura. The procedures will outline how Te Kura manages the intersection between the Privacy Act, the Education and Training Act, the Children's Act, and other relevant legislation.
- Have a privacy statement and nga hātepe kaimahi for managing the privacy of kaimahi. Nga hātepe kaimahi will outline how Te Kura manages the intersection between the Privacy Act and other relevant legislation.
- Use appropriate administrative, technical and security procedures to safeguard the personal information of ākonga and kaimahi from loss, unauthorised access, use or disclosure. These measures will include the use of firewalls, encryption technologies, intrusion detection systems as well as active monitoring of Te Kura's IT equipment such as servers, laptops, and mobile phones.
- When maintaining, developing, and purchasing systems and processes, consider the privacy implications and will use Privacy Impact Assessments where appropriate.

All kaimahi:

- Have a responsibility for promoting and protecting privacy in their day-to-day work with guidance from the Privacy Officer.
- Will receive privacy training as part of their induction and will be expected to refresh their privacy training at least every three years.

## Monitoring

Procedures will be in place to assist the Privacy Officer to monitor compliance with, and observe, the provisions of the Privacy Act 2020, including the 13 information privacy principles and processes for dealing with requests for personal information under the Privacy Act 2020.

## Procedures/Supporting documentation

Privacy – Ākonga Hātepe Kaimahi (In development)

Privacy – Kaimahi Hātepe Kaimahi (In development)

Office of the Privacy Commissioner Privacy Hātepe Kaimahi (In development)

Protected Disclosures Hātepe Kaimahi (In development)

Responding to media and other external requests for information Hātepe Kaimahi (In development)

## Legislative compliance

[Privacy Act 2020](#) and amendments

[Public Service Act 2020](#)

[Education and Training Act 2020](#)

**Approved by Nicola Ngarewa, Chairperson, Te Kura Board of Trustees**