

## Te Ahi Kaikomako Rolleston School Privacy Statement

At Te Ahi Kaikomako Rolleston School we collect personal information from you, including information about you & your child:

- Name
- Contact information
- Billing or purchase information
- Relevant learning and/or health and safety and well-being information

We collect your personal information in order to:

- Inform and celebrate student learning.
- ensure the health and safety and well-being of our students and staff.

Besides our staff, we share this information with:

- Relevant education providers or organisations in order to ensure the health and safety and well-being of our students are met.
- Relevant education providers or organisations in order to inform and/or celebrate student learning.

Providing some information is optional. If you choose not to provide relevant learning or health and safety and well-being information, we'll be compromised in our ability to provide a safe environment focused on learning and well-being.

We keep your information safe by storing files within password-protected school devices, servers, and our student management system. Hard copy information is filed in lockable storage and only allows relevant staff access.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information or to have it corrected, please contact us at: <a href="mailto:principal@rolleston.school.nz">principal@rolleston.school.nz</a> or 03 3478 3555 or 11 Tennyson Street, Rolleston 7614.

In relation to the Te Ahi Kaikōmako Rolleston School Privacy Statement, we define Personal Information as - photos, videos, work samples, documentation (including but not limited to HERO SMS System), and anecdotal evidence relating to informing and celebrating student learning or ensuring the health and safety and well being of our students and staff.

Te Ahi Kaikōmako Rolleston School BOT

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Simon Moriarty Tumuaki Te Ahi Kaikōmako Rolleston School