



## Privacy Policy

Rongo Mauri promotes and protects the privacy of all individuals associated with the service, and within schools i.e. students, staff, parents, whānau, guardians, and any others. We follow the key principles of the Privacy Act 2020, which describe how we may collect, use, store, and dispose of **personal information**. The Office of the Privacy Commissioner administers the Act and encourages best practice.

We've used the word "parent" throughout this section to refer to parents and guardians.

Our privacy officer deals with requests for personal information and, if required, liaises with the Privacy Commissioner in any investigations. Our privacy officer is the director of Rongo Mauri.

Our Privacy Guidelines inform:

- how we collect, store, and dispose of information
- what information we collect
- how we use and disclose information about individuals, including **official information requests**
- how individuals may access information relating to them that is held by the service
- how to manage the **rights of parents** regarding information about their child.

It is important that staff understand the service's privacy guidelines, especially in relation to personal information and reporting breaches. See information from the Privacy Commissioner about **reporting privacy breaches**.

### Legislation

- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989