

PRIVACY POLICY AND PROCEDURE

REGULATION NUMBER: Reg 47/GMA 9, 10

TE WHĀRIKI:

- Mana Atua (Well-being) - Tamariki are kept safe from harm.

RATIONALE:

- The collection of information is for a lawful purpose and is necessary for the service to function.
- All information gathered by the service about parents/whanau and children is in accordance with the Privacy Act 2020.
- "Personal information" is any information about an individual (a living natural person) as long as that individual can be identified. (Privacy Act 2020).

OBJECTIVES:

This policy is formulated in accordance with the Privacy Act 2020. It relates to the collection, storage, security, accuracy, use and disclosure of personal information as well as the individual's rights to access and correct personal information.

PROCEDURES:

ADULTS:

- Information gathered on the Stems FROM HOME Enrolment Form; the Stems FROM HOME Educator Registration Form; and the Police Vet Form is collected directly from the parent/whānau/adult or someone nominated by them.
- Explanations at the time of enrolment or registration are given as to what the information is going to be used for and who it is shared with.
- Only information that is relevant for the purpose is collected.
- Information is stored with proper safeguards at the service office and is not left lying about to safeguard against loss or wrongful disclosure.
- Only people whose jobs directly relate to the information have access to it.
- Adults have access to information about them.

TAMARIKI:

- Information gathered on the Stems FROM HOME Enrolment Form is only used for the purpose for which it was obtained.
- Consents are given by whānau on the Stems FROM HOME Enrolment Form and these are stored in a filing cabinet at the Stems FROM HOME office.
- Information about a tamaiti is shared only with others who need it to effectively carry out their duties related to that tamaiti.
- If the parent/guardian does not consent to the disclosure of any or all of the information, this should be highlighted on tamaiti records to safeguard against accidental disclosure.
- If consent has been obtained, the information should be delivered in such a way that unnecessary personal information belonging to that tamaiti or others is not accidentally disclosed as well (for example, blocking out children's names or information).
- Tamariki personal information can be given only to the tamaiti, the legal guardians of the tamaiti and to the people granted consent on the Stems FROM HOME Enrolment Form.

- If Stems FROM HOME staff are at all uncertain they should contact a legal guardian of the tamaiti and ask permission for the information requested to be given to the person/agency asking for it, or if they would like to contact the person/agency directly.
- When parents or legal guardians of a tamaiti do not live together, and this is disclosed at the time of enrolment, the Stems FROM HOME staff should establish clearly who they can and cannot release information about the tamaiti to. If there is a court order relating to access to the tamaiti then a copy of this should be held on the tamaiti file.

PRIVACY OFFICERS:

The persons involved with enrolling a child with Stems FROM HOME service (such as Stems FROM HOME Consultants or Stems FROM HOME Learning Advisors) must ensure that the tamaiti parent/guardians have a clear understanding of the privacy clauses and what they are giving their consent to.

THE PRIVACY OFFICERS FOR STEMS FROM HOME ARE:

Emma McAlister, Stephany Wofinden and Cherilynn Buckingham

IT IS THEIR RESPONSIBILITY TO:

1. Use information collected for the purpose it was collected for.
2. Ensure personal information is securely stored.
3. Ensure information collected is accurate.
4. Make available to a person information held about them.
5. Ensure any notifiable breaches are reported.

DATE REVIEWED: May 2021

NEXT REVIEW DUE: May 2023