

	<b>Policy</b>
	<b>Policy Category: GMA</b>
	Date Created
	<b>Policy Name: Privacy Policy</b>

The purpose of this operational policy is to ensure our centre is clear about its privacy responsibilities under the Privacy Act 1993 and the Education (Early Childhood Services) Regulations 2008.

## Position Statement

Our centre protects the privacy of children and their families enrolled in our service, and staff employed by our service, and in so doing adheres to the Privacy Act 1993 and the Education (Early Childhood Services) Regulations 2008

## Issue Outline

Both the Privacy Act and the ECE Regulations seek to protect the privacy of children attending our centre, and their families. As a licensed early childhood education centre receiving government subsidies, we are, however, required to collect some information in order to operate our service and meet government requirements for our sector. Children and their families are entitled to know what information is being collected and its purpose; and who information about them is being shared with and why. They are also entitled to know what steps are taken to protect their information held by us.

## Detail

We collect personal information from you, including information about your:

- name and your child's name
- contact information
- address details
- child's health and disability detail
- child's enrolment detail
- billing information.

We collect your/your child's personal information in order to:

- meet the requirements for providing a quality early childhood education service
- be able to invoice you for the additional costs of our service and advise you of changes to our service when necessary.

Besides our staff, we share this information with:

- the Ministry of Education and the Education Review Office in order to meet legal compliance requirements.

The Ministry of Education allocate a National Student Number to all children participating in early childhood education. This number travels with your child as they enter school and beyond in the education system. For more information about the Ministry's approach to the Privacy Act and their use of information about you and your child, go to:

<https://www.education.govt.nz/early-childhood/funding-and-data/eli/>

<https://services.education.govt.nz/eli/overview/about-eli/>

<https://services.education.govt.nz/eli/overview/eli-information-collection/>

<https://services.education.govt.nz/eli/eli-privacy/eli-privacy-information/>

Providing some information is optional. If you choose not to enter the requested information, however, we'll be unable to provide our service.

We keep your/your child's information safe by storing it in safe physical files or encrypted electronic files and only allowing certain staff to view it.

We keep your information for seven years at which point we securely destroy it by shredding physical files and deleting electronic records.

You have the right to ask for a copy of any personal information we hold about you or your child, 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 [pukuatua@ccqe.co.nz](mailto:pukuatua@ccqe.co.nz) or Phone 3437007 or [pukaki@ccqe.co.nz](mailto:pukaki@ccqe.co.nz), or Phone 3437011.

## Alignment with Other Policies

This policy aligns with:

- Child Images Policy
- ICT & Social Media Policy

## Relevant Background (including Legislation/Regulation/Licensing references)

Privacy Act 1993

Education (Early Childhood Services) Regulations 2008 and associated ECE Licensing Criteria

## Impacts of Policy on Staff, Parents, Children

This policy impacts on staff by ensuring they remain aware and vigilant when it comes to information that identifies any specific child or family attending our centre.

The policy impacts on families by ensuring they are aware that their privacy and that of their children will be protected.

## Alignment with the Centre Philosophy

This policy ensures all personal information about children, families and staff is protected.

## Implications and/or Risks

Following this policy significantly reduces the risk of this centre being fined for not meeting criteria, losing trust with parents because of illness or accident issues and maintaining public credibility.

## Implementation

Clear procedures have been developed and staff trained to follow them.

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	Sheryl Terlesk
<b>Date:</b>	April 2020
<b>Review Date:</b>	April 2021
<b>Consultation Undertaken:</b>	Place by sign in sheet, Staff meeting, Edu-care