

ISLAND BAY SCHOOL

Privacy Statement

This statement sets out how Island Bay School collects, uses, and shares personal information, and how we promote good privacy practices. It explains how we implement the Privacy Policy and Privacy Guidelines, which enables us to promote and protect the privacy of all individuals associated with the school, i.e. students, staff, parents, and any others.

How we promote your privacy

Island Bay School will provide you opportunities to control what information you provide to us and who it can be shared with. We rely a lot on consent to use and share information. We will ensure you are aware of how we intend to use and share your information when you give us consent, and we will respect your choices.

Where it is not possible to offer consent options, Island Bay School will be transparent about why information is collected, what it is used for, and who it is shared with. The school is committed to working constructively to resolve problems or concerns.

We actively keep an eye on our policies, processes, systems, and practices to ensure we are meeting our responsibilities and promoting privacy.

What kinds of information do we collect or create?

Personal information we hold is any information about an identifiable individual (ie children, parents/caregivers, staff). The types of information we hold include:

- *Biographic, eg name, DOB, ethnicity, family details.*
- *Medical information.*
- *Contact, eg address, emails.*
- *Attendance and visitor records.*
- *Learning records, e.g. reports, assessments, including Seesaw.*
- *Correspondence, e.g. emails you send to us.*
- *CCTV footage.*
- *Financial, e.g. details of payments.*
- *Cookies*

Information is collected directly from the person it is about, or from parents/caregivers in relation to children. It is only collected where it is necessary for the purposes set out in this statement.

See here for more information about how we treat information collected from parents, guardians, and whānau.

What do we collect it for? (our purposes)

Island Bay School collects personal information for the following purposes:

- *to enrol your child at school and support child wellbeing while they are a student at Island Bay School;*
- *assess the educational needs of your child, their learning progression, and to capture examples of their learning;*
- *to ensure the school secures the correct resources from the Ministry of Education for your child;*
- *to provide and support school programmes and activities;*
- *to communicate with parents, whānau, and guardians, and the school community; and*
- *to promote Island Bay School and its achievements to the public.*

Island Bay School prefers to obtain consent to use and disclose information. *Consent, where provided, can be withdrawn by notifying the school.*

How is information stored and protected?

Personal information is securely stored in the school's student management system (SMS) held in Australia. The [link](#) is attached to our SMS Privacy Principles. These are managed in accordance with Island Bay School's security policies. Reasonable safeguards are provided to prevent against loss, theft, misuse, and unauthorised access, disclosure, and use.

Only authorised school staff have access to personal information and are only authorised to access it when it is required for a purpose set out in this statement.

Information held in hard copy is held in secure files in the office, staff offices, or in classrooms locked after hours.

Records disposal practices are in accordance with [School Records Retention/Disposal Schedule](#) and our [Records and Retention](#) policy on SchoolDocs

What support do we get?

We use third party system providers to manage our work, enable us to interact with people efficiently, and to gain insights into how we perform. We use IT systems to do this, including our SMS, website management, social media platforms, analytics tools, and Google products. More detail is available below.

We use the following third-party platforms for the following purposes:

School Administration and Organisation

Google Analytics – we use Google Analytics services to understand the use of our website. To find out more, see the Google Analytics [privacy policy](#).

Hero-we use Hero to communicate, share and track learning as well as record enrolment information and track finances. To find out more, see Hero's [privacy policy](#) and FAQ.

Kindo- we use Kindo software as it enables parents to make all their school payments online. To find out more, see Kindo's policies

Slack- we use slack to communicate as a staff, to streamline communication channels. To find out more about this, please look at their [privacy policy](#)

VisTab-we use VisTab is an online late student/visitor/contractor management system. To find out more about this, please look at their [privacy policies](#)

N4L- Network for Learning (N4L) is a crown company that supports digital inclusion by connecting all New Zealand schools and kura to the internet through our smarter, safer Managed Network. To find out more about this, please look at their [privacy statement](#).

LucidPress - we use Lucidpress for our newsletter as it has professionally-designed templates. To find out more about this, please look at their [privacy statement](#)

Wordpress- we use wordpress for our school website. Wordpress gives us everything you need to create our website. To find out more about this, please look at their [privacy policy](#)

SchoolDocs- we use schooldocs as they have developed a comprehensive core set of policies and procedures applicable to all New Zealand primary, intermediate, secondary, and area/composite schools. Schooldocs also allow us to tailor some policies for our school. To find out more about this, please look at their [privacy policies](#)

Mosyle- We use Mosyle Manager to manage, deploy, and secure Mac, iPad, iPhone, and Apple TV devices made exclusively for schools. To find out more about this, please look at their [privacy policy](#)

Hapara Teacher Dashboard- We use Hapara Teacher Dashboard as an effective and efficient way to organize teaching and learning workflows in the Google Workspace. To find out more about this, please look at their [privacy policy](#).

Zoom- we use zoom as a virtual platform that brings people together. To find out more about this, please look at their [privacy statement](#).

School App- we use School App as an app to connect students, teachers, parents and the wider community on information related to the running of school and to bring multiple communication channels together. To find out more about this, please look at their [privacy policy](#)

PaperCut- We use PaperCut as a print management system to reduce waste and print to any printer remotely. To find out more about this, please look at their [privacy policy](#)

AccessIt- we use AccessIt as a digital library management system that allows easy access to books and resources. To find out more about this, please look at their [privacy policy](#)

ENROL- we use ENROL to enrol students, make changes in schools and when leaving schools. All schools must use ENROL. To find out more about this, please look at their privacy policy

Grammarly- we use grammarly to support written documents. Grammarly is an addon that checks writing features, checks for grammatical errors, provides vocabulary enhancement suggestions, detects plagiarism, and provides citation suggestions. To find out more about this, please look at their [privacy policy](#)

Trello- We use Trello to manage projects, organise tasks and build collective understanding of tasks. To find out more about this, please look at their [privacy policy](#)

ASB Internet Banking- We use ASB internet Banking for paying bills, checking account balances and transferring money. To find out more about this, please look at their [privacy policy](#)

Novopay- we use this Ministry of education website to access the school's Novopay payroll service. The service includes online access to school payroll records for authorised users. To find out more about this, please look at their [privacy policy](#)

Wix- we use wix to design and build our school website. To find out more about this, please look at their [privacy policy](#)

Police Vetting - we use the New Zealand Police vetting website to undertake criminal history checks and other relevant information on potential and current employees, and volunteers that provide care to children. To find out more about this, please look at their [privacy statement](#)

School Interviews- we use the school interviews website as an easy way for parents to book interview times. To find out more about this, please look at their [privacy policy](#)

Learning Tools + Apps

Seesaw- Seesaw creates a powerful learning between students, teachers, and families. To find out more, see seesaw's [privacy policies](#) here.

Khan Academy - we use Khan Academy for students to practice at their own pace, building their understanding and then accelerating their learning. To find out more about this, please look at their [privacy policy](#)

Prodigy Maths- we use Prodigy Maths website to connect in-class learning to at-home math practice. To find out more about this, please look at their [privacy policy](#)

StudyLadder- we use this online tool, as it covers a wide range of subjects including Mathematics, English, Science and project activities. To find out more about this, please look at their [privacy policy](#)

Xtra Math- we use this online tool for math facts, it helps students develop quick recall and automaticity of their basic math facts. To find out more about this, please look at their [privacy policy](#)

Edmodo- we use this online tool as part of a global education network that helps connect all learners with the people and resources they need. It is easy to share digital assignments and create quizzes for students. Edmodo organises students' work into class folders and creates a built-in Planner, so students can organise their days. To find out more about this, please look at their [privacy policy](#)

Vimeo- we use vimeo as a video platform that can capture professional live streaming and host videos. To find out more about this, please look at their [privacy policy](#)

Epic- we use Epic as an online reading tool that can create daily age- and level-appropriate recommendations, customised to students interests. To find out more about this, please look at their [privacy policy](#)

Scratch- we use scratch as a programming tool to create stories, games and animations. To find out more about this, please look at their [privacy policy](#)

Reading Owl- we use the reading owl website and app to share level appropriate, tablet-friendly eBooks. To find out more about this, please look at their [privacy policy](#)

Planner 5D- we use planner 5D as it is an easy-to-use 2D/3D home design tool. To find out more about this, please look at their [privacy policy](#)

Paper- we use Paper as a sketching app for handwritten notes, drafts, diagrams. To find out more about this please see their [privacy policy](#)

Our IT networks and systems use servers and support within New Zealand where possible and overseas when not possible. Our SMS is managed in New Zealand and hosted in Australia.

Who do we share information with?

Island Bay School is required to disclose information to the Ministry of Education for funding and reporting requirements. This information may be further shared by the Ministry under Information Sharing Agreements it has with other government agencies.

The Education and Training Act allows the Ministry to collect personal information about school students without consent from the student (or parent/caregiver). The school will collect enrolment information via the school's SMS.

Island Bay School is required to send to the Ministry in the School Roll Return. The Ministry uses this information to fund and staff schools, support policy analysis/development, project rolls for the appropriation of Government funding over a 3-year cycle, to monitor the outcomes of the New Zealand education system, undertake research and publish education statistics nationally and internationally.

Ministry of Social Development

Under an Information Sharing Agreement the Ministry shares specified personal information with the Ministry of Social Development (MSD) to support the Youth Service Initiative. The Youth Service identifies young persons who may have difficulty finding future employment, training or further education.

The Ministry provides MSD with address and phone number information. The Youth Service uses this information to contact the individuals and support them into employment, training or further education.

Ministry of Health

Under an Information Sharing Agreement, the Ministry shares specified personal information with the Ministry of Health to support the B4 School Checks initiative. The B4 School Check is a nationwide programme offering a free health and development check for 4-year-olds.

The Ministry provides Health with information about 5-year-olds enrolled in school to assist in identifying students who have not been offered or completed the B4 School Check.

Statistics NZ

Under an Information Sharing Agreement, the Ministry shares specified personal information with Statistics NZ for use in the Integrated Data Infrastructure (IDI). The IDI is used by authorised researchers for research and statistical purposes. Information in the IDI is de-identified but data about an individual can be linked between data sets. Outcomes of research and statistical analysis using the IDI will not identify any individuals.

Further information on what the Ministry collects about students and shares with other agencies can be found [here](#).

We disclose identifiable information to trusted service providers to help us with our activities, like learning support, school activities (swimming lessons, etc), running our IT systems, conducting surveys, or providing us with professional advice.

There are times when it is necessary or good practice for schools to share personal information about a student with other professionals. Island Bay School will proactively share information with other professionals where there are safety and welfare concerns under the Oranga Tamariki Act and the Family Violence Act.

We may publish information about students in our newsletters or website with consent of parents/guardians and, where appropriate, the student. Only first name and class/age will be published.

All our reporting is done on an aggregate basis to prevent anybody being identified.

We will not otherwise share identifiable personal information unless consent is provided or we are required to by law.

Your privacy rights

You have a right to access the personal information we hold about you and to correct it where it is wrong or misleading. Any request for access is subject to the withholding grounds set out in the Privacy Act 2020.

Requests to update or correct information can be made at the school office or by emailing any member of staff.

You will be notified as soon as practicable of any breach involving your personal information where Island Bay School believes it has caused serious harm or is likely to do so.

If you have any questions about how Island Bay School manages your personal information, please contact us. Please report any problems, issues, or concerns about privacy to any member of staff.

How to make a complaint

If you wish to complain about how we have handled your personal information you should put your complaint in writing and send to:

Privacy Officer
Island Bay School
6 Thames Street
Island Bay
Wellington

Or

principal@islandbay.school.nz

If you need help lodging a complaint, you can contact the school office.

You may also make a complaint to the [Privacy Commissioner](#).