

Privacy Statement

What we do with your personal information

Liston College respects your right to privacy and we want to be sure that you understand how we collect information and the use that information. This privacy statement describes what information we collect about you through our website, when and how we collect that information, and what may happen to that information.

We are committed to respecting your privacy and being clear about how we use your information and who we share it with. Our privacy policy is governed by the [New Zealand Privacy Act 2020](#).

1. Collecting your information

How we collect information

Liston College does not collect Personal Information / data without your knowledge unless you choose to voluntarily provide that information. In doing so, you are deemed to have agreed to the terms of this Privacy Policy. We collect information in a number of ways:

- Personally and over the phone
- Through our webpage(s) including information from the following sections: an online enrolment form (Local and International Enrolments), when registering for an event, responding to a survey, using the “contact us” form or completing any other form attached to our website
- From email and hand delivery paper documentation / requests including job applications, emails, invoices, letters, consent forms etc
- Through online tools such as apps, educational platforms and other software used by our staff
- Through CCTV cameras located on our site, and through third parties such as referees, professionals or authorities working with an individual

What information we need to collect

There's certain information we need to collect, dictated by the fields in our School Management System (School database) and various legislation, such as the Education and Training Act 2020. This is reflected by what we ask in our enrolment form(s). From time to time we may collect additional information for specific events, for example school camps, overnight activities etc. Information collected includes but is not limited to:

- Names, addresses, telephone numbers, e-mail addresses and other contact details
- Family details
- Images, audio and video recordings, including CCTV footage
- Financial information and educational centres previously attended

Other types of data we may collect and process according to the school purposes are related to health condition(s), criminal records and other sensitive information, such as:

- Information about health status or provision of health care linked to a specific individual
- Behavioural information
- Special educational needs
- Criminal records linked to a specific individual
- Ethnicity, religion, nationality and location

We may also collect your information from other people and organisations. We also create and record information about your son (such as mark books, school reports, testimonials etc).

2. Using your information

Any personal information supplied via this website, paper copy and in person, will only be used for the purpose for which it was provided or permitted by the Privacy Act 2020 and will not be disclosed to any third party except where necessary for the provision of services, or as authorised or required by law.

Why we collect information

We collect your personal information so that the Board of Trustees / the school can discharge their functions and obligations under the Education and Training Act 2020.

We collect your information so we can:

- contact you
 - in the case of an emergency
 - in the case of school early closure / full closure
 - inform parents of their child's educational progress
 - inform you about school events
 - to celebrate the school's achievement
- identify you / your son
- Provide educational services
 - To ensure that the student meets our admission criteria
 - To provide educational services including the support of learning, monitor and report on student progress
 - To provide to the student's welfare and pastoral needs
 - To provide student's medical needs, transportation and other necessary services
 - To meet the educational, social, physical and emotional requirements of the student
 - To comply with the legislative or administrative requirements
 - To administer the school's governing body
 - To comply with the law regarding data sharing
- Manage payment of fees
- Manage attending to your queries
- Safeguard you / your son (such as court orders and professional involvement)
- To help improve the service we offer you / your son, measure effectiveness or provide insights (taking a survey)
- To deliver relevant website content (using data analytics)
- To maintain a record of the school's history
- Conduct recruitment and selection process

3. Sharing your information

Sometimes we need to share your information with people or organisations outside of the School. Information may be provided to people or organisations, such as the Proprietor or Proprietor's agent, the Minister of Education, The New Zealand Qualifications Authority, the Education Review Office, various Government Ministries and Agencies.

We share your information when:

- our reason for sharing matches the reason we collected it
- we have a specific legal reason
- you give us permission to share it.

- the Board and/or the School discharging their functions and obligations under the Education and Training Act 2020. This may include but not limited to:
 - the administration of Liston College.
 - providing for the student's educational and general advancement.
 - maintaining student records.
 - accounting purposes of the Liston College Board of Trustees.
 - communication with the Guardians/Parents of students.
 - incident reporting and the sharing of information to improve the health and safety and wellbeing of all at Liston College.
 - communication with NZ Qualifications Authority examination information, Special Education Services, the Ministry of Social Development (Youth Services) and any other Government agency which may lawfully request such information from time to time.
 - Alumni records and communication with the Liston College Advancement Office and Liston College Old Boys' Society and the Liston College PTFA.
- Where the school has been asked that it be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify the student, Parent or Guardian.

4. Respecting your information

We are committed to respecting your information and keeping it safe. We know your information is very important and take our commitment seriously. When you voluntarily provide us with personal information, we will keep that personal information secure.

We have systems and safeguards in place to control how we collect, manage and use your information. This helps us use your information appropriately and keep it safe

- Your information is only seen by those who need to see it
- We have secure systems
 - Our systems are secure and only people that need to use your personal information will have access to it. This includes when we store your information electronically in cloud computing systems.
 - We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of yours / your son's personal information, username, password and data stored on our website.
- Staff training
 - We train our staff so they know what is an appropriate and fair use of information.

If your privacy is breached

Your privacy could be breached because:

- we lose your information
- we accidentally tell someone about your information
- someone steals your information
- someone inappropriately accesses your information.

We take privacy breaches seriously. If your privacy is breached, we will assess whether it might cause serious harm to you or others.

If we think there could be serious harm, we will:

- let you know so you can take steps to protect your privacy
- tell the Privacy Commissioner.

5. Questions or concerns about your information

Questions or Concerns

If you have a question about the information on your file, find a security issue or have a concern about how we've handled your information, email: info@liston.school.nz

Wish to see your information

If you want to check personal information that we hold, or request the correction of that information when required, email: info@liston.school.nz

Data may be only able to be provided in certain formats and there may be a time delay or a cost involved here – please enquire at the time of your request.

Please note that we will not be able to give you any information that's not yours / your son's, eg if it's mixed up with someone else's

Managing your information

Your responsibilities

You are responsible for all actions taken with your user name, email address and password. Therefore we do not recommend that you disclose your Liston College Parent Portal password to any third parties. If you choose to share your user name, email address and password or your information with third parties, you are responsible for all actions taken with this information.

Updating information

While we will make reasonable efforts to ensure that the information held by the school / on this website is correct and remains current, we do not make any representation that it will be so.

You can ask us to correct anything if it is not correct, by emailing: info@liston.school.nz.

You can also correct your son's personal details yourself by logging into the parent portal (from the website), entering the corrected information (using the **EDITING** button), and **SAVING** changes once complete. In certain circumstance, you may need to supply evidence to support changes.

6. Complaints

If you would like to make a complaint, write to:

The Privacy Officer

Liston College
69 Rathgar Road
Henderson
Auckland 0610

or email: info@liston.school.nz

If we cannot resolve your concerns, then you have the right to complain to the Office of the Privacy Commissioner. Details for making a complaint to the Privacy Commissioner can be found at www.privacy.org.nz/your-rights/making-a-complaint

7. Other things to be aware of

Cookies: Our website will use cookies to help identify your computer to help us improve the experience for our website users. You can disable any cookies already stored on your computer, but these may stop our website from functioning properly.

External website links: Our website may provide links to other sites. When you click on one of these links, you are leaving our site and entering another site which we do not control, and for which we cannot be responsible. You should carefully review the privacy statements or policies on any other site you visit, as those privacy statements or policies will apply to your visit to that site and may be very different to our policy.

Social media platforms: Our website has links to external social media platforms that we engage with. Our participation on these platforms, are subject to their terms and conditions as well as their Privacy Policies / Statements.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution regarding their own privacy and personal details. This school will ever ask for personal or sensitive information through social media platforms. We encourage users wishing to discuss sensitive details to contact the school directly by telephone or email.

This website uses social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Changes to this privacy policy: Liston College may update this privacy statement at any time. When we do, we will revise the updated date at the bottom of this page.

We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms: By using this website, you signify your acceptance of our privacy statement. If you do not agree to this statement, please do not use our website. Your continued use of the website following the posting of changes to this statement will be deemed your acceptance of those changes.