

Playcentre Aotearoa's Privacy and Information Management Policy



Purpose

Playcentre Aotearoa holds an enormous wealth of information regarding our children, whānau, and employees. We collect the information in many forms (spoken, written, digital and visual). No matter what the form of information or how it is collected, we will respect and protect that information.

The purpose of this policy is to:

- Express our intent to respect the privacy and confidentiality of the information we gather while also ensure ease of access to information held as authorised and appropriate
- Comply with required education and early childhood service regulations, privacy legislation and other applicable legislation

Our privacy undertakings:

- We will protect the privacy of our Playcentre people.
- We will only collect information necessary for the purposes of Playcentre
- When we request personal information, we will be clear what the information requested will be used for, how it will be stored, and who will have access to it.
- We will limit access to personal information to only those who are required to have access and we keep this information securely
- We will not share another person's personal information beyond those required to have access without their express permission
- We will make clear that any personal information shared in our Playcentre communities, for example contact lists, is in circulation for strictly Playcentre purposes only.
- We will give our people the right to access personal information and to request correction of it.

We support these privacy undertakings with

- Designated office holder roles at Centres with privacy-related responsibilities for overseeing our commitments to respecting privacy and confidentiality
- Information retention and destruction guidelines
- Procedures to ensure all personal information at Playcentre will be collected, stored, used,

disclosed and disposed of in accordance with privacy related legislation and its core principles.

Access to information and our undertakings

It is important that our people can access the relevant and appropriate levels of information, including how to access information about their child, information about Playcentre and our operational documents.

- Upon starting at Playcentre, whānau will know how to access their children's information at their Centre
- Ongoing, we will maintain and make readily accessible to whānau information about Playcentre, our operational documents and recent reviews on our website, at Centres, and in onboarding material.
- We will ensure our people know how to access the relevant and appropriate levels of information as it relates to
 - o Playcentre operations and reviews of our services
 - o Being involved as learners, parents of learners, parents as educators, volunteers and employees
 - o Funding
- We will retain required records for the regulatory required periods of time, for example enrolment and attendance records will be held for at least seven years.



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The 12 legislated Privacy principles that we seek to uphold:

In summary:

- Principle 1 Collecting personal information for a *lawful and necessary* purpose only.
- Principle 2 Collecting personal information *directly from the individual* concerned.
- Principle 3 Providing full information about *why it is being collected* to the individual.
- Principle 4 Collecting personal information in a *lawful, fair and reasonable manner*.
- Principle 5 *Securely storing* personal information.
- Principle 6 Ensuring individuals can exercise their *right to access* personal information held by an agency about them.
- Principle 7 Ensuring individuals can exercise their *right to request personal information held about them*.
- Principle 8 Checking the *accuracy* of personal information held before use.
- Principle 9 Holding personal information for *no longer than necessary*.
- Principle 10 Using the information for the *purpose it was collected only*
- Principle 11 Placing *limits on the disclosure* of personal information.
- Principle 12 Assigning a *unique identifier to an individual only if it is necessary*.

Policy controls	Regulatory references	Other related references
<ul style="list-style-type: none"> • Name: Playcentre Aotearoa's Privacy and Information Management Policy • Version: P6/R1/7.19 • Issued: July 2019 • Owner: Service Delivery Manager • Approver: General Manager • Review: 2022 and thereafter every three years 	<ul style="list-style-type: none"> • Education (Early Childhood Services) Regulations 2008, No 47 • Licensing Criterion GMA2, GMA 3, GMA6, GMA 10, GMA 11, GMA 12 • Privacy Act 1993 	<ul style="list-style-type: none"> • Communications & Media Policy

