

Privacy Statement

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Personal information about your child collected on this enrolment form is shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020.

Information is disclosed to the Ministry:

- for funding allocation purposes
- for monitoring purposes
- to allow the assignment of a National Student Number* to your child, and
- to allow the Minister or Secretary of Education to exercise any of their other powers or responsibilities under the Education and Training Act 2020, and as permitted by Privacy Principles 10 and 11.

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.

We collect personal information for the purposes of providing early childhood education for your child. We will use and disclose your information only in accordance with the Privacy Act 2020.

We collect information including:

- name, date of birth and contact information
- the name of your tamaiti, and their date of birth, ethnicity and gender
- immunisation status
- location
- interactions with us
- billing information for early childhood services
- the proposed school your tamaiti will be attending.

In addition to the Ministry of Education (outlined above) and Central Kids staff, we may also share this information with:

- Ministry of Social Development to obtain funding and meet regulated standards of reporting
- Ministry of Education to engage specialist support for tamariki with additional needs
- Medical Officer of Health, as designated by Manatū Hauora Ministry of Health and required by Central Kids policies, for the purposes of assessing infection risk, education purposes, and guidance for whānau and services
- Oranga Tamariki for child protection concerns or when a mandatory request is made
- Police, for safety checking of kaimahi | staff, volunteers, and students
- Police and law enforcement agencies either through mandatory demands, or voluntarily (where there is serious risk to health or safety)
- Mātauranga Ake (Central Kids social services team) for social support
- Kāhui Ako (localised clusters of education providers, including schools) so they can plan and prepare staffing, and additional resourcing for tamariki with additional needs (following discussion with whānau), for tamariki transitioning to school.

We also share photos, videos, stories and pānui to the general public on social media and via our website. Class photographs and those relating to significant events may be kept indefinitely.

Providing some information is optional. For early childhood services, if whānau choose not to give us the full name, date of birth and address of tamariki, we are unable to enrol them.

Under the Privacy Act 2020, 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 by email info@centralkids.org.nz, phone 0508 454 633 (free within the Central North Island) or 07 885 1016, or by mail to 34 Chambers Street, Tokoroa 3420.

We keep personal information we share safe by:

- using password protection for information shared in spreadsheets or Word documents
- using secure portals to share documents, where available
- use of secure links, with restricted permissions for access
- regular change of passwords
- use of two factor authentication for key systems.

* A National Student Number is a unique identifier for your child within the education system. You can find more information about National Student Numbers and what they are used for at www.nzqa.govt.nz/login/national-student-number-nsn

The Ministry of Education recommends keeping a record of identity verification documents that have been sighted. Documents should not be retained and must be returned or securely destroyed.