

St Thomas's School – Privacy Policy (2025)

This Privacy Policy explains how St Thomas's School collects, uses, stores, and shares personal information. It has been prepared in accordance with the **Privacy Act 2020**.

What Information We Collect

We collect personal information depending on your relationship with the school (e.g. student, parent, staff member, visitor). This may include:

Category	Students	Employees & Associated Adults
Who is included	<ul style="list-style-type: none"> Current and prospective students 	<ul style="list-style-type: none"> Current/prospective staff, contractors, volunteers, board members
Collected Information	<ul style="list-style-type: none"> Name, DOB Academic records Health info Attendance & behaviour Family circumstances Photos, video/audio Digital activity (school platforms) School CCTV footage 	<ul style="list-style-type: none"> Name, contact info Work history, qualifications Referee details Health & safety records Media from school events Social media info School CCTV footage Digital activity (school platform)
Collection Methods	<ul style="list-style-type: none"> Enrolment forms Emails, calls, in person Other schools or ECE centres Public sources 	<ul style="list-style-type: none"> Applications & interviews Referees and authorised third parties Background checks Social media or public sources Medical/incident reports
Primary Purposes	<ul style="list-style-type: none"> Education delivery Supporting wellbeing and safety School administration Emergency contact Transfer to other schools Legal/statutory reporting 	<ul style="list-style-type: none"> Suitability for employment/volunteering Administering employment/contracts Payroll, HR, health & safety Compliance with legal obligations Emergency contact Legal/statutory reporting

Category	Students	Employees & Associated Adults
Shared With	<ul style="list-style-type: none"> • Parents/guardians • Other schools (on transfer) • Ministry of Education/Health • Emergency services • Oranga Tamariki • Service providers • Public (with media consent) • Board of Trustees 	<ul style="list-style-type: none"> • School leaders, hiring panels • Government agencies (e.g. Police vetting) • HR/payroll services • Emergency services • School communications (if relevant) • Board of Trustees
Media Use	<ul style="list-style-type: none"> • Shared on website, newsletters, promotional materials • Opt-out available for parents • First name + last initial used 	<ul style="list-style-type: none"> • May appear in school publications, newsletters, or promotional material (with consent)
Access Rights	<ul style="list-style-type: none"> • Parents may access/correct student data 	<ul style="list-style-type: none"> • Individuals may request access to or correct their data
Storage & Security	<ul style="list-style-type: none"> • Secure digital/cloud or physical systems • Limited access • Compliant with Ministry of Education record retention 	<ul style="list-style-type: none"> • Same as students: secure systems, limited access, and compliance with data retention laws
Privacy Breaches	<ul style="list-style-type: none"> • Serious breaches are reported to the affected student/family and the Privacy Commissioner 	<ul style="list-style-type: none"> • Same: staff are notified of serious privacy breaches involving their data

Ratified by Board

Signed



Date

5/8/2025

Reviewed: May 2025

Next Review: May 2028