

PRIVACY POLICY

Purpose

Inspired Minds Early Learning Centre respects the privacy of our staff, tamariki and their whānau and potential customers. We will ensure that parents are kept informed about issues relating to the operation of the centre and the welfare of the children while complying with the provisions of the Privacy Act.

Te Whariki

Mana Atua -Wellbeing

The health and well-being of the child are protected and nurtured.

Procedures

- A great deal of information is collected on enrolment to enable Inspired Minds Early Learning Centre to meet the individual needs of our tamariki. The enrolment forms advise whānau of the reason for collecting this information and confirm that the forms are kept in a secure office where only authorized staff have access to them. By signing the enrolment form parents are giving Inspired Minds Early Learning Centre permission to collect all relevant information and to share it with the staff as required to maintain their tamariki's safety and meet individual needs.
- Inspired Minds Early Learning Centre likes to keep whānau up to date with the activities and special events that their tamaiti has been involved in by posting regular updates, including photos of the tamariki, on our Facebook page. Specific consent for tamariki to appear on the Inspired Minds Facebook page is gathered on the enrolment form. Any tamaiti for whom consent is not received will not appear on the Inspired Minds Facebook page.
- There will be a list of affected tamariki kept in the office for reference.
- Information gathered at enrolment and in attendance records will be kept for seven years.
- If whānau do not consent to the disclosure of any or all of the information collected on enrolment the child's records will be clearly marked with "not for disclosure".
- Much of the information collected on the Inspired Minds Early Learning Centre enrolment forms is transferred into a childcare database. Inspired Minds Early Learning Centre computers are secured by password and stored in a secure area accessible to authorized staff only.
- Inspired Minds Early Learning Centre will not release information concerning any tamariki to external parties unless explicit consent has been granted by the child's legal guardians or we are required to do so by law. If unsure at any time about releasing information the legal guardian(s) of the tamaiti will be contacted for confirmation.
- Inspired Minds Early Learning Centre will collect information about potential employees directly from that person or those the applicant has listed as referees.

- Only information relevant to the position is collected and will be used only for the purpose it was collected.
- Information is stored in a secure area and can only be accessed by authorized staff to reduce the risk of wrongful disclosure.
- All collected information from potential customers shall be kept confidential and used only for Inspired Minds Marketing
- Inspired Minds Early Learning Centre has a nominated privacy officer, whose responsibility it is to ensure whānau have a clear understanding of why the clauses of the Privacy act are there and what they are giving their consent to. In accordance with the Privacy Act 1993 the privacy officer's details will be displayed in the centre as follows:

The privacy officer of this service is Daniel Williamson

It is their responsibility to:

- a) Use information collected for the purpose it was collected for.

Reference: Education (Early Childhood Services) Regulations 2008 Regulation 47, GMA10 and GMA11. The Privacy Act 1993.