

# ST BEDE'S COLLEGE BOARDING HOUSE

## PRIVACY POLICY



St Bede's Boarding House promotes and protects the privacy of all individuals associated with the boarding house, i.e. students, staff, parents, whānau, guardians, and any others. We follow the key principles of the Privacy Act 2020, which describe how we may collect, use, store, and dispose of personal information. The Office of the Privacy Commissioner administers the Act and encourages best practice.

Our privacy officer, Assistant Rector (Boarding), deals with requests for personal information and, if required, liaises with the Privacy Commissioner in any investigations. Our privacy officer is the deputy rector.

Our Privacy Guidelines inform:

- how we collect, store, and dispose of information
- what information we collect
- how we use and disclose information about individuals, including official information requests
- how individuals may access information relating to them that is held by the boarding house
- how to manage the rights of parents regarding information about their child.

It is important that staff understand the boarding house's privacy guidelines, especially in relation to personal information and reporting breaches.

### SECTION A – PERSONAL INFORMATION

#### Who do we collect your personal information from?

If possible, we will collect personal information from the individual directly. We collect personal information, from:

- Individuals personally, when they provide that personal information to us, including via the enrolment and interview process and any related service, through any registration process OR through any contact with us (e.g. telephone call or email).
- The parents/caregivers/guardians of the students when they provide that personal information to us, including via the enrolment and interview process and any related service, through any registration process OR through any contact with us (e.g. telephone call or email)
- The student's feeder school to support the information provided to us in his school report as part of the enrolment process.

We collect personal information to:

- Provide appropriate levels of care and tuition for students in our care.
- Ensure we meet the legislative requirements of operating the Boarding School
- Maintain Health and Safety and wellbeing for students, staff, and whānau.

Besides our staff, we share this information with:

- Medical professionals as per our Health Procedure.
- The College to provide a safe learning and living environment.

- Legal authorities where appropriate.

Providing some information is optional. If you choose not to enter information requested as part of the enrolment process, we may be unable to confirm enrolment.

#### **Protecting your personal information:**

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse. We do this by using an online management system that is password protected and only allowing certain staff access to information.

We keep your information for one year after enrolment ends at which point, we securely destroy it by erasing digital information and shredding paper information.

#### **Accessing and correcting your personal information:**

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [boarding@stbedes.school.nz](mailto:boarding@stbedes.school.nz) or (03) 375 0647, or 210 Main North Road, Redwood, Christchurch. We will respond to your request within 20 working days.

### **SECTION B – CCTV CAMERAS**

The Boarding School has a series of non-covert CCTV recording devices in public and semi-public spaces.

By 'non-covert' we mean CCTV that is visible and that the people being monitored know about. For example, individuals can see the CCTV camera or there is a sign informing them of the camera.

By 'public spaces' we mean spaces that are completely accessible to the public, such as footpaths and driveways.

By 'semi-public' we mean spaces that are accessible to the public during operating hours. This includes common areas, dining facilities and connecting corridors.

#### **Purpose**

We use CCTV to:

- Ensure and promote the health and safety of students, staff and residents who live and work on site.
- Use surveillance as a means of deterring crime given the close living proximity of adolescents, the accessibility of the site to the public and usage for external hire.

#### **Intended Outcomes**

- Students, staff, and residents reside on site in a safe and secure environment free from crime, bullying and other such behaviours that are detrimental to learning.

- As duty staff cannot be in all places at once, CCTV allows staff to review incidents that are not seen first-hand.

### **Authority**

The Assistant Rector (Boarding) is responsible for the operation of the CCTV system and ensuring this policy is always enacted including the provision for staff training.

### **Access and Maintaining Privacy**

The Deputy Rector (Pastoral and Hauora), Assistant Rector (Boarding) and Boarding Manager are the only 'authorised' users of the system. No other staff are to access or have access the CCTV system unless approval is sought from one of the authorised members and appropriate security and privacy provisions are in place.

Computers with access to the CCTV system must be in offices that can be secured.

Students, whānau, and other staff do not have access to footage at any time unless approved by an Authorised user. Prior to the release of any material advice and appropriate permissions will be sought.

Any such request will be limited by the ease of access to the footage and by the need to protect other people's privacy. If a request to view the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided of what they are doing in the footage. Any such request will be responded to within 20 working days.

### **Timing, Monitoring and Awareness**

Due to the nature of the business cameras record 24 hours a day 7 days a week. Images are stored on average for 30 days.

Clear signage is in place ensuring all residents and visitors to the site know about the cameras before they get close enough to be filmed.

### **Compliance and Complaints**

Breaches and complaints about the use of CCTV will be managed through:

- Staff IEA.
- Policy, procedure, and terms of enrolment.
- Complaints procedure.

Persons with questions about this should contact the Assistant Rector (Boarding)

## **SECTION C – PERSONAL PRIVACY**

The boarding school is home to over 140 students, staff, and their dependants. The personal privacy of students and staff is of utmost importance.


Given the design of the building, and the need to maintain privacy, only students and staff are allowed access to bathrooms and bedrooms. At all times students and staff are expected to adhere to Boarding School Policy and Procedure.

Parents and visitors are not to enter these areas whilst students are in residence. In accordance with the Children's Act 2014, and Hostel Licensing Regulation 61 2 (d) iii -, those who are not designated as a children's worker and who could have unsupervised contact with boarders must be supervised by a staff member.

Parents and visitors can request access by visiting the Boarding Office.

**Date policy reviewed:** November 2023

**Signed:**

A handwritten signature in black ink, consisting of a large loop and a trailing flourish, positioned above a horizontal line.

**Date of next review:** December 2024