



NORTHCOTE COLLEGE

Privacy Information

Northcote College is required under Principle 3 of the Privacy Act 2020 to inform you:

- That we are collecting this information as a basis for your child's school records.
- That this information will be available to the Principal and designated staff of Northcote College.

INFORMATION PROVIDED BY YOU OR YOUR CHILD

You have been asked to provide Northcote College with personal information about your child and yourself or family. Your child's file is confidential.

- You have the right to access the personal information you supplied
- You have the right to ask us to correct any of the personal information you supplied.

The information collected may be disclosed to the Ministry of Education, Ministry of Social Development, and health sector agencies in accordance with the principles of the Privacy Act. Except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

INFORMATION PROVIDED BY OTHERS

Northcote College will request information about each student from their previous school. You may wish to authorise the school to collect information (verbal or written) from additional persons nominated by you. Communications between these persons and the school is strictly confidential. The information provided by these persons will not be disclosed to you.

INFORMATION CREATED BY THE SCHOOL

During your child's education, information will be generated by the Principal and her agents. For example: interview notes, school reports, notes of telephone conversations, evaluations and assessments prepared by various Government Departments (Education, Social Welfare, Health) and private agencies (e.g. private education providers).

Records of this type will always be the property of Northcote College and any information generated by the school will only be disclosed to you at the discretion of the Principal or nominated agent.

Please note:

In accordance with the NZAC Code of Ethics, Northcote College Counsellors shall treat all communication between counsellor and client as confidential and privileged information unless the client gives consent for information to be disclosed.