



Kerikeri High School Enrolment Privacy Statement

Kerikeri High School operates in compliance with the New Zealand Privacy Act 2020. To view our policies, visit www.kerikerihigh.ac.nz/about-us/our-policies-and-procedures and log in using the details provided on the site.

1. Statement of Purpose

To facilitate teaching and learning, manage student safety, and meet our legal obligations under the Education and Training Act 2020, Kerikeri High School must collect, hold, and use personal information. We are committed to protecting the privacy of our students, whānau, and staff in accordance with the Privacy Act 2020. Failure to provide required information may affect our ability to process an enrolment or provide certain services.

2. Direct Collection of Information

We collect personal and educational information directly from parents, caregivers, and students during enrolment and throughout a student's time at school. Examples of this include contact details, medical/health histories, academic performance, attendance and behavioural records, and citizenship or visa status.

3. Indirect Collection of Information

We collect information indirectly from third parties where authorised by law or where you have given consent. This includes retrieving official student records from previous schools via the Ministry of Education's secure ENROL system or receiving assessments or information from external specialists.

4. Use, Storage and Disposal of Information

Personal information is used for educational instruction, student well-being, pastoral care, and school administration. All data is held securely within the school's Student Management System (SMS) and encrypted cloud networks. Some providers store data outside New Zealand.

We take reasonable steps to ensure information is accurate, up-to-date, and complete before use.

Internal access is strictly limited to authorised school staff (such as teachers, deans, and administration staff) who require the data to perform their professional duties.

Health information is managed in accordance with the Health Information Privacy Code.

We retain student information in accordance with the Public Records Act 2005 and Ministry of Education retention schedules. Information is securely disposed of when no longer required.

5. Integration with the National ENROL System

As required by New Zealand law, Kerikeri High School links directly to ENROL, the national electronic student enrolment database.

Upon enrolment, student identity details are uploaded to ENROL to verify or assign a National Student Number (NSN).

For a comprehensive breakdown of how ENROL manages and retains information, please read the official Ministry of Education ENROL Privacy Statement for Parents and Caregivers found at <https://www.education.govt.nz/education-professionals/schools-year-0-13/enrolment/enrol-school-student-enrolment-register>

6. Mandatory and Conditional Information Sharing

The school will not disclose personal information to external third parties unless authorised by law, or where necessary to prevent a serious threat to health or safety. Standard information sharing includes:

- The Ministry of Education & New Zealand Qualifications Authority: For funding calculations, statistical reporting, and processing qualifications.
- Health New Zealand: To facilitate school immunisation programmes, nursing services, and vision/hearing screenings.
- Oranga Tamariki & NZ Police: Where a legal requirement exists to ensure student safety or assist with a lawful investigation.
- Other Educational Institutions: Files and records may be securely transferred via ENROL when a student transitions to another school.
- Attendance Services: For engaging attendance support services where students may not have regular attendance.

7. CCTV

To maintain security and protect students, staff, and school property, Kerikeri High School operates a 24/7 closed-circuit television (CCTV) system. Footage is stored securely and accessed only by authorised persons for authorised purposes as per our CCTV policy. Footage is sorted on CCTV servers for no longer than 6 weeks.

8. Digital Classroom Software and Cloud Services

The school provisions managed digital learning accounts and cloud services such as Microsoft 365, SMART tool and Education Perfect, to support education programmes. Services are reviewed to ensure student data is protected and never sold or targeted for commercial advertising. Some of our service providers store data overseas. We ensure these providers meet safeguards comparable to the Privacy Act 2020.

No Personally Identifiable Information, including student names, photos or other information, is inputted public Artificial Intelligence systems that use data to train their models. Any AI tools deployed by the school are either closed enterprise versions or approved platforms that guarantee data ring-fencing, keeping student work and/or information secure.

9. Your Rights: Access and Correction

Under Information Privacy Principles 6 and 7 of the Privacy Act 2020, students and their legal guardians have the right to request access to, and correction of, any personal information held by the school. You may also request to change your sharing opt-out preferences at any time.

To make a privacy request, make a change or contact the school's designated Privacy Officer, please contact:

Privacy Officer

Kerikeri High School

48 Hone Heke Road

Kerikeri 0230

enquiries@kerikerihigh.ac.nz