

## PRIVACY STATEMENT

This Policy is applicable to (hereinafter referred to as “the Organisation”):

(Achievement NZ Ltd, Activate Education Group Ltd, ACT Safety Ltd, Enform NZ Ltd, Instant Education Solutions Ltd, and Vision College Ltd.)

1. This Privacy Statement describes how we collect, store, use and share your personal information and explains your rights in relation to those activities. “we” “us” “our” means the Organisation.

2. We collect your information to carry out our operations, functions, and activities. The purposes for which information is collected (under the **Privacy Act 2020**) include (if applicable):

- (a) our learning, teaching, research and other educational activities
- (b) our administrative, enrolment, employment and management activities
- (c) complying with our legal, regulatory and contractual obligations
- (d) providing a safe, secure and healthy environment
- (e) providing an appropriate level of student support and pastoral care
- (f) recruitment and marketing activities that we undertake
- (g) assessing whether we can reasonably make available our services or facilities to a person who has a disability for the purposes of the Human Rights Act 1993
- (h) managing our business including internal reporting, administrative processes and selection of scholarship and prize winners.

3. Personal information we collect for our purposes includes (if applicable):

- (a) biographical details
- (b) contact details
- (c) education records and academic history
- (d) health information (which could include a medical action plan)
- (e) disability information
- (f) criminal convictions
- (g) ethnicity
- (h) images (still/moving)
- (i) any other information you may provide to us or we may request from you in relation to our purposes.

4. To carry out our purposes, some of the ways we will use your information include (if applicable):

- (a) to assess your application to study with us
- (b) if you have a disability (and have provided us with all information we have requested), to undertake an assessment to determine whether we are able to reasonably make available special services or facilities to:
  - enable you to participate in our educational programme, or
  - enable you to derive substantial benefits from the programme.
- (c) to communicate with you including providing monthly mailouts
- (d) to make our staff aware if you have a medical action plan
- (e) to carry out NZ Police vetting checks.

5. We may be required to, or we may have a need to, share certain of your personal information with third parties including (if applicable):

- (a) government agencies (which in handling data provided by you on this form or more generally, are required to comply with the provisions of the Privacy Act 2020) such as:
  - Ministry of Education
  - Education New Zealand

- New Zealand Qualifications Authority
- Tertiary Education Commission
- Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents)
- Ministry of Business, Innovation and Employment.

These agencies use the information we share with them to:

(i) administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives

(ii) develop policy advice for government

(iii) conduct statistical analysis and research.

(b) your personal details (name, date of birth and residency) as entered on our forms will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on our forms to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used to produce official statistics, to inform policy advice to government and for research purposes

(c) when required by law, we will disclose information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC)

(d) agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards)

(e) service providers contracted to or engaged by us

(f) sharing your information with other educational organisations for the purpose of verifying your academic records

(g) employers and internship providers, or work placement providers (only where you apply to take part in or undertake a work placement as part of your programme of study)

(h) our insurers, professional advisers and auditors.

6. We take all reasonable steps to keep your information safe and secure.

7. We retain your personal information for as long as is necessary to fulfil our purposes and comply with our legal obligations.

8. You are entitled to ask for access to a copy of your personal information that we hold about you and to ask for it to be corrected if you think it is wrong. You may make those requests to the Privacy Officer of the institution (the details of the relevant Privacy Officer will be made available to you upon your request).

9. You have the right to make a complaint to the Office of the Privacy Commissioner if you think we have breached your privacy. You can contact the Office of the Privacy Commissioner at [www.privacy.org.nz](http://www.privacy.org.nz).

10. Where there is any conflict with any of the Organisation’s other privacy statements, then this privacy statement shall prevail.