

# Carey Privacy and Records Policy and Procedure

## **INTRODUCTION**

In signing the enrolment form students authorise Carey Baptist College “Carey” to collect, hold, and disclose personal information which relates to their studies at Carey.

## **APPLICATION**

All Carey staff and students.

## **PURPOSE**

To clarify and address governing the release of information as set out in the Privacy Act 2020 and the Post-Compulsory Unique Identifier Code of Practice.

## **SCOPE**

This Policy covers the collection, disclosure and storage of personal information relating to students at Carey.

## **POLICY**

In signing the application form students authorise Carey Baptist College “Carey” to collect, hold, and disclose personal information which relates to their studies at Carey.

In return Carey, will observe the conditions governing the release of information as set out in the Privacy Act 2020 and the Post-Compulsory Unique Identifier Code of Practice. Carey will also take all reasonable steps to ensure that information is stored safely and that there are guards in place to prevent any loss of misuse of information.

Students may at any time request to see any information held and amend any errors in that information; to do so please contact the Academic Registrar.

## **REASONS FOR DATA COLLECTION**

Under the Privacy Act 2020 all information collected must be for a particular purpose that is directly related to a function or activity of Carey and that the collection must be considered reasonable and necessary in order to achieve that purpose.

Further the use and disclosure of information must be directly related to the purpose for which the information was obtained.

Carey may also collect information in order to assist with, the administration of the New Zealand Tertiary Education System, the National Student Index, the New Zealand Birth Register, and with Statistics New Zealand. Any organisation or agency who receives information from Carey is also required to comply with the provisions of the Privacy Act 2020.

## **DATA DISCLOSURE**

Carey may be required to disclose information organisations or agencies, the reasons for which are listed below.

## **AGENCIES OFFERING SCHOLARSHIPS AND FUNDS**

Information will be disclosed to both internal and external agencies if a student should apply to receive a scholarship or funds. The purpose is to assist in the selection of students.

## **TERTIARY EDUCATION SYSTEM**

Carey collects information to assist with the Tertiary Education System.

In doing so Carey will disclose information to the following organisations, for the following purposes:

- ◇ The Ministry of Education, with regards to student statistical returns.
- ◇ The New Zealand Qualifications Authority, with regards to Record of Learning registration and Unit Standard outcomes.
- ◇ The Tertiary Education Commission, with regards to funding returns.
- ◇ The Industry Training Organisations, with regards to funding and academic outcomes
- ◇ The Ministry of Social Development, with regards to confirmation of enrolment and academic outcomes.

## **NATIONAL STUDENT INDEX & NEW ZEALAND BIRTH REGISTER**

Personal information including, name, date of birth, and residency status, which was disclosed in the Enrolment Form, will be included in the National Student Index and may be used in an authorized information matching programme within the New Zealand Birth Register.

## **STATISTICS NEW ZEALAND**

Personal information will be shared with Statistics New Zealand for the purposes of integrating data with data collected by other government agencies in accordance with the provisions of Statistics Act 2022. Integrated data is used for the production of official statistics, which is used for research purpose and to inform governmental policies.

## **OTHER GOVERNMENTAL ORGANISATIONS**

- ◇ Information may also be disclosed to the following organisations in order to comply with New Zealand legislation.
- ◇ The Inland Revenue Department, with regards to student loans, student allowances, and interest rebate.
- ◇ The Department of Immigration, regarding students who are not New Zealand citizens or permanent residents.
- ◇ The New Zealand Police.
- ◇ The Department of Justice.
- ◇ The Accident Compensation Corporation (ACC).

## **OTHER EDUCATIONAL ORGANISATIONS**

Information may also be supplied to and/or sought from other educational organisations for the purpose of verifying academic records.

## **EXCEPTIONS TO PRIVACY**

Only in exceptional circumstances is the privacy of students imposed upon. However, for security reasons Carey monitors or may monitor the following:

### **COMMUNICATION MONITORING**

Carey routinely gathers logs and monitors communications; such as telephone numbers dialled, including the length of the call and the time it was made, and sites accessed, including the period of time spent on the site and the frequency to which it is visited.

This information is collected for the following purposes:

- ◇ Cost analysis.
- ◇ Resource allocation.



- ◇ Optimum technical management of information resources.
- ◇ And to detect patterns of use that indicate a violation of conduct regulations and/or illegal activity.

Please note that Carey reserves that right, at its discretion, to review communication files in order to ensure compliance with New Zealand law and Carey regulations and policies.

#### INTERNET MONITORING

Carey may, for security and business related reasons, monitor all use of its computer and internet facilities, which are provided for study related purposes.

Please note that Carey may also use software to track the usage of individuals who are viewing pornographic and other unethical material. Any abuse of this nature will result in disciplinary measures.

On account of the need to monitor usage, users should not have any expectation of privacy when they use this equipment.

#### DATA COLLECTION & STORAGE

The Privacy Act 2020 requires Carey to collect, hold, handle, use, and disclose personal information in accordance with the twelve information privacy principles contained within the Act.

For further information:

<https://www.privacy.org.nz/privacy-act-2020/privacy-principles/>

#### APPLICATION FORM DATA

For internal purposes information collected on the Application Form is used to:

- ◇ Select suitable programmes of study.
- ◇ Manage internal reporting and administrative processes.
- ◇ Assist in the selection of scholarship and prize winners.

#### ACADEMIC RECORDS

Enrolment and Academic Records are kept for students currently enrolled in a qualification, audit students past and present, and all graduates in accordance with the [PTE Enrolment and Academic Records Rules 2022: NZQA](#) and outlined in Appendix A.

For ministry training students, a file will be kept in the office of the Director of Ministry Training for duration of their study, normally five years. After Pastoral Leadership training is completed the file will be transferred to the New Zealand Baptist Archive in accordance with the consent granted during application and enrolment.

If Carey Baptist College closes, the establishment must, in respect of each student, forward his or her records kept under this section to the student's new education provider, or to the student if there is no new education provider.

#### PRIVACY PROVISIONS FOR PSEUDONYMOUS STATUS

Where for reasons of sensitivity a student needs to have a level of anonymity in relation to the public dissemination of their Thesis or research essay, a formal application should be made in writing to the Academic Director for Pseudonymous Status prior to the submission of the Thesis or research essay.

If status is granted, then normally:

- ◇ The Thesis or research essay will be submitted for examination under the student's enrolled name.
- ◇ The Thesis or research essay will, after examination, be lodged in the J. Ayson Clifford Library, and any other academic database or library, under an appropriate pseudonym in order to protect the student's identity.



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## **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

PTE Enrolment and Academic Rules 2022

## **DOCUMENT MANAGEMENT AND CONTROL**

Version Approval Date:



## APPENDIX

### TABLE 1: MAINTENANCE OF ENROLMENT AND ACADEMIC RECORDS

See PTE Enrolment and Academic Rules 2020:

<https://www2.nzqa.govt.nz/about-us/rules-fees-policies/nzqa-rules/pte-enrolment-and-academic-records-rules/>

#### 1. Authority

1.1 These Rules are made under the following provisions of the Education and Training Act 2020:

- a) section 452(1)(q), for the purposes of section 361 of the Act, and relating to students enrolled in programmes and micro-credentials at PTEs; and
- b) section 452(1)(r), as part the reporting requirements for a student's record of achievement in relation to assessment against standards; and
- c) section 452(1)(v) to ensure there are no gaps in the PTEs enrolment and academic record-keeping systems for students enrolled in standards education or training that does not involve a programme or micro-credential.

#### 2. Commencement

2.1 These Rules commence on the 28th day after the date of approval by the Minister under section 452(5) of the Act.

#### 3. Interpretation

3.1 In these Rules, unless the context otherwise requires:

**Act** means the Education and Training Act 2020

**assessment materials** means the assessment tasks, instructions and guidance given to students, the assessed student evidence, and the resources used by the assessor to make judgements about student performance

**education or training**, in relation to a student, means education or training provided to the student through:

- a) a programme, or part of a programme;
- b) a micro-credential, or part of a micro-credential;
- c) assessment against standards

**micro-credential** has the same meaning as in section 10(1) of the Act

**NZQA** means the New Zealand Qualifications Authority

**NZQCF** means the Qualifications and Credentials Framework described in section 436 of the Act

**programme** has the same meaning as in section 10(1) of the Act

**PTE** means a private training establishment, as that term is defined in section 10(1) of the Act

**standards** means assessment and skill standards that are listed on the Directory of Assessment and Skill Standards maintained by NZQA pursuant to section 433(1)(d) of the Act.

## PART 1

### PTE ENROLMENT RECORDS

#### 4. Enrolment records that must be kept by PTEs and for how long

4.1 The accurate enrolment records for each student that must be kept, and kept up to date, by PTEs are:

- full name and address of the student;
- contact details for the student;
- the student's national student number (where the student has a national student number);
- nationality and whether a domestic or international student;
- the education or training in which the student is enrolled;



- the start and finish dates of the education or training:
- details of the student meeting the entry requirements of the education or training including, where applicable, scores for English language entry requirements:
- invoices and receipts for fees paid to the PTE and the dates of payment, with course fees, commissions, accommodation fees, living expenses, and other fees separately identified:
- for international students, their visa (if any) and other immigration details, the contact details of any agent through whom the student enrolled at the PTE, a copy of the student health and travel insurances, student fee protection trustee records, and passport numbers.

4.2. The records listed in rule 4.1 for each student must be kept until at least two years after the completion of the education or training in which the student is enrolled.

#### **5. The manner in which enrolment records must be kept**

5.1 The enrolment records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system.

### **PART 2**

#### **ACADEMIC RECORDS**

#### **6. Student academic records that must be kept by PTEs and for how long**

6.1 The accurate academic records that must be kept, and kept up to date, by PTEs for students enrolled in education or training at the PTE are:

- a) records of individual student assessment and examination results (for example, for prescriptions, papers, or assessment standards) that include the name of the student, the date of achievement and the relevant grade, which are to be kept as a permanent record:
- b) any cross credits, credit transfer, and recognition of prior learning arrangements for individual students, and the evidential basis for them, which are to be kept as a permanent record:
- c) records of student attendance, which are to be kept for at least the duration of the student's enrolment:
- d) records of the achievement of awards or qualifications by the students, which are to be kept as a permanent record.

6.2 PTEs must keep all student assessment materials generated from education or training in which students are enrolled, or full copies of them, for at least 12 months from the date of completion of that education or training (for the avoidance of doubt, this includes assessment materials of education or training provided by sub-contractors of the PTE).

6.3 The keeping of academic records under rule 6.1 or student assessment materials under rule 6.2 does not limit requirements to keep records of student work under other rules made under section 452 of the Act.

#### **7. The manner in which the academic records must be kept**

7.1 The following is the manner in which the academic records must be kept:

- a) for all student records required to be kept under rule 6.1, the records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system:
- b) for all student records required to be kept under rule 6.2, they must be readily available upon request:
- c) a back-up copy for all records referred to in paragraph (a) of this rule 7.1 must also be kept in a manner that is accessible in the event of PTE closure, natural disaster, or emergency, and for at least the period of time the particular records themselves are required to be kept.

### **PART 4**

#### **REVOCATION**

#### **8. Revocation**

8.1 The PTE Enrolment and Academic Records Rules 2021 are revoked.

