

Montessori Aotearoa New Zealand (MANZ) Privacy Policy / Tūmataiti Kaupapa Here

MANZ protects the privacy of staff employed by MANZ and MANZ members (school, individual and organisations) of the association and in doing so adheres to the Privacy Act 2020.

Overview of the Privacy Principles | Te Tiro Whānui o ngā Tūmataiti Mātāpono

The Privacy Act has 13 *Information Privacy Principles* (IPPs) which outline how personal information is collected, stored, accessed, corrected, used and disclosed. In summary, the IPPs are:

1. Only collect the information you need
2. Where possible, get the information directly from the person
3. Be clear about what the information will be used for
4. Use fair and reasonable ways of collecting information
5. Keep information safe
6. Let people access information about themselves
7. Correct information if the person thinks it is wrong
8. Make sure information is accurate before you use it
9. Only keep information as long as you need it
10. Only use the information for the purpose you collected it
11. Only share personal information if you have a good reason
12. Only send personal information overseas, if the agency is outside of New Zealand, if there are similar safeguards to those in the Privacy Act.
13. Only use individual identifiers if it is clearly allowed.

An overview of the IPPs can be read here:

<https://www.privacy.org.nz/news-and-publications/guidance-resources/a-quick-tour-of-the-privacy-principles/>

1. In relation to collection of information MANZ will:
 - Only collect information for specific, relevant purposes.
 - Ensure confidential information is on password protected computers and/or a secure drive.
2. In relation to the collection of information about staff:

- MANZ will ensure information of a personal nature relating to individual staff is kept in a secure drive.
- The above mentioned information is only available to the staff member involved, the Kaiwhakahaere matua and the President / Tumuaki and any MANZ Council member/s (as appropriate) on a “need to know” basis.
- Any necessary discussion of a staff member, which might include personal or sensitive issues, during a MANZ council meeting, shall be treated as confidential and will be documented as “in committee”. The in-committee file will be held by the Tumuaki.