

Privacy Policy

Version	Approval Date	Review Period	Approved by	Last Review Date	Next Review Date
2	28 August 2024	3 Years	Board of Trustees	August 2024	August 2027

Policy	Process (as relevant)
<p>1. Policy Purpose</p> <p>This policy outlines the duties associated with gathering and overseeing Personal Information, aligning with the Privacy Act 2020 and General Data Protection Regulation (GDPR).</p>	
<p>2. Definitions</p> <p>2.1. 'TTI' refers to The Teachers' Institute</p> <p>2.2. 'Personal Information' refers to data concerning an identifiable individual</p> <p>2.3. 'Community' and 'Individual' refers to all students, prospective students, trainees, graduates, staff, website users, alumni, volunteers and interns associated with The Teachers' Institute</p>	
<p>3. Scope</p> <p>This policy applies to all learners, staff, volunteers, alumni and visitors associated with TTI and its website www.teachersinstitute.org.nz.</p>	
<p>4. Collection</p> <p>TTI only collects personal information required for lawful purposes.</p> <p>Where a process or system can operate without the collection of personal information, TTI will use this information anonymously.</p> <p>TTI will only collect personal information from the individual it pertains to, unless an exception can be relied upon to collect it from a third party.</p> <p>At the time that personal information is being collected from an individual, TTI will ensure that individuals are made aware: what information is being collected, why the information is being collected, how the information will be used, who the information will be shared with, and what rights they have to access and correct that information.</p>	

<p>5. Collection and Use of Unique Identifiers</p> <p>TTI collects, assigns and manages unique identifiers such as the National Student Number (NSN) and the driver licence number in compliance with Principle 13 of the Privacy Act 2020.</p>	
<p>6. Principles of Data Use</p> <p>At TTI, we value privacy and understand its significance to our students, users and staff. We are dedicated to upholding our responsibilities under the Privacy Act 2020 (Privacy Act) and ensuring the security of all our community information.</p> <p>Any information you provide or that we gather concerning your use of our services, encompassing your Personal Information, including payment details, will be handled with utmost care according to the terms detailed in this Privacy Policy.</p> <p>By engaging with us and sharing information, you implicitly consent to TTI's practices regarding the collection, utilisation, and disclosure of Personal Information as outlined in our Privacy Policy. Please be informed that TTI reserves the right to modify this Privacy Statement periodically at our discretion.</p> <p>6.1. Transparency: We are committed to providing clear and concise information about how we collect, use, and protect Personal Information</p> <p>6.2. Consent: TTI will obtain consent before collecting, using or disclosing Personal Information, except where permitted or required by law</p> <p>6.3. Purpose Limitation: TTI will only collect, use or disclose Personal Information for purposes that are reasonable and necessary for the provision of our services or as required by law</p> <p>6.4. Data Minimisation: TTI will only collect the Personal Information necessary to fulfil the purposes for which it is being collected</p> <p>6.5. Security: TTI will implement appropriate technical and organisational measures to protect Personal Information against unauthorised access, disclosure or alteration</p> <p>6.6. Access and Correction: Once a community member is enrolled with TTI, they will have access to their Personal Information, and this will allow any inaccuracies to be corrected. They can also contact TTI directly to request a copy of the information TTI</p>	

<p>holds on them or ask TTI to correct the information if it is wrong.</p> <p>6.7. Retention: TTI will retain personal information only for as long as necessary to fulfil the purposes for which it was collected or as required by law</p> <p>6.8. Accountability: TTI will be accountable for our compliance with these privacy principles and will regularly review and update our practices to ensure ongoing compliance</p> <p>6.9. Privacy by Design: TTI will integrate privacy considerations into TTI processes and system design from the outset to minimise privacy risks</p> <p>6.10. TTI will appoint a Privacy Officer who will provide guidance and oversight of the application of this policy</p> <p>6.11. Any alleged privacy breaches will be investigated by the Privacy Officer and reported to the Board of Trustees</p> <p>6.12. Any alleged privacy breaches will be investigated and documented by the Privacy Officer and all information pertaining to the alleged breach will be stored securely</p>	
<p>7. Standards of Data Use</p> <p>Here is how TTI may use Personal Information:</p> <p>7.1. Personal Communication: Engaging in direct communication, including addressing inquiries and messages, and providing information about programmes or courses in which interest has been expressed</p> <p>7.2. Communicating with Third Parties: Communicating relevant information or concerns to appropriate third parties, including TTI's community of schools, professional bodies and regulatory agencies, to ensure individual protection and the integrity of our institution</p> <p>7.3. Information Gathering: Receiving information about enrolled trainees from instructors, community schools and third parties, and utilising it to evaluate ongoing suitability for course completion and qualification attainment</p> <p>7.4. Research Engagement: TTI may employ Personal Information for research purposes to enhance program effectiveness and educational outcomes</p>	

<ul style="list-style-type: none"> 7.5. Transaction Processing: Handling transactions related to programme fees 7.6. Administrative Functions: Conducting administrative tasks such as audits, surveys and research initiatives 7.7. Policy Compliance: It is compulsory for TTI to conduct police vetting for potential students in accordance with legal and regulatory standards. TTI is also required to collect information about prospective students from the two referees the prospective student nominates 7.8. Complaint management: Assessing, investigating, and managing complaints or concerns raised by individuals or by TTI, and ensuring prompt responses to resolve any issues 7.9. Identity Verification: Verifying identity and addressing any requests pertaining to it 7.10. Service Provision: Delivering services tailored to individual needs and requirements 7.11. Training Compliance: providing information to and fulfilling purposes mandated by the New Zealand Qualifications Authority, The Teaching Council or The Ministry of Education 7.12. Legal Compliance: Fulfilling purposes mandated by law or authorised by the Individual 7.13. Security Enhancement: Safeguarding the integrity of TTI's platforms and networks, including fraud detection, prevention and network security measures 7.14. Risk Assessment: Identifying and addressing potential risks to well-being, public safety, or TTI's reputation, and providing necessary support or interventions as deemed appropriate 	
<p>8. Personal Information Disclosure</p> <p>TTI may disclose Personal Information for the purposes outlined in this Privacy Statement, including:</p> <ul style="list-style-type: none"> 8.1. Authorisation: Sharing information based on explicit authorisation or notification 8.2. Issue Resolution: Addressing concerns, complaints, or identified issues, including sharing pertinent information about trainees or graduates with professional bodies, regulatory authorities or relevant entities 	

<p>8.3. Safety Considerations: Where deemed necessary to prevent a serious risk to your or any individual's health or safety</p> <p>8.4. Legal Compliance: Fulfilling our legal obligations, including compliance with regulatory authorities and other mandated bodies</p> <p>8.5. Insurance Requirements: Sharing information as required by an insurer or any other organisation responsible for arranging or covering participation in our programme</p> <p>8.6. Additional Purposes: Utilising information for purposes authorised by the individual, or as required or permitted by law, including actions taken to protect the rights or property of TTI, relevant third parties or the general public</p>	
<p>9. How we do not use your data</p> <p>TTI prioritises privacy protection and upholds strict principles regarding the handling of Personal Information. Specifically:</p> <ul style="list-style-type: none"> ❖ No Selling, Trading, or Renting: We do not participate in any practices involving selling, trading, or rental of Users' personally identifiable information. ❖ No Disclosure for Marketing Purposes: We do not share Personal Information with any third party for marketing endeavours. <p>All Personal Information remains confidential and protected from unauthorised use or exploitation. Any concerns or questions about how we handle data can be directed to info@teachersinstitute.org.nz.</p>	
<p>10. Policy Review</p> <p>10.1. TTI will review this policy and related processes periodically to ensure its effectiveness and relevance. The review will include input from workers, to be reapproved, with any amendments, by the Board of Trustees</p> <p>10.2. TTI may revise the policy based on legislative changes</p>	
<p>11. Policy Dissemination</p> <p>TTI will disseminate this policy to all learners, faculty, staff, and visitors through various channels, including the institution's website and orientation materials.</p>	

Amendment Log

Amended section	New Policy Version #	Effective date	Details of amendment
6.10 and 6.11	1	22 August 2024	Two clauses were added at the request of the Board the Trustees on 24 July 2024: <ul style="list-style-type: none"> • TTI will appoint a privacy officer • Any privacy breaches will be documented
6.11 and 6.12 and 7.1-7.14	2	28 August 2024	Additional information and an additional clause were added at the request of the Board of Trustees on 26 August 2024: <ul style="list-style-type: none"> • Alleged privacy breach • The privacy officer will report, document and store any alleged privacy breaches • Any reference to the third person was removed and amended