



## **Thank you for your interest in enrolling your child at Southland Boys' High School!**

As part of our enrolment process, we collect a range of personal information about you and your child. Please take a moment to read this privacy statement.

### **Personal Information and the Privacy Act (2020)**

Southland Boys' High School ("The School") collects and keeps a large amount of personal information about each student. The Privacy Act 2020 protects the information you give the School and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The School considers the privacy of this information to be important and has policies and procedures, which reflect the Privacy Principles as set out in the Act, to protect this information.

The School collects personal information from its students so that they can be enrolled at the School, have their attendance and progress recorded, be entered for examinations, or be contacted by the School. The School also collects information about the caregivers of the student so that they may be informed of student progress, or contacted by the School, and because the safety of the student is important.

Personal information may be disclosed to other education agencies, such as the Ministry of Education and the New Zealand Qualifications Authority. Personal information may also be disclosed to Government agencies, such as the New Zealand Police, if they demonstrate a statutory right to obtain it.

Southland Boys' High School allocates students a student identification number (unique identifier) which may be used as a reference number on School documents and correspondence relating to that particular student.

Under the Privacy Act 2020 students and legal guardians have the right of access to all personal information held by the School about them. Individuals also have a right to ask the School to correct any information held which is inaccurate. Individuals can exercise that right by applying to the School. Students and caregivers also have an obligation to advise the School of any changes to the personal information they have provided.

If, for any reason, this application for enrolment is not accepted, the enrolment record will be destroyed, along with all information contained in it.



### **Eligibility**

According to the Education and Training Act (2020), New Zealand children are entitled to free enrolment and education at any state school in New Zealand. All students must provide documentation to prove their eligibility to attend school in New Zealand. This could be a New Zealand birth certificate, a passport with residency permit, a student visa or a certificate of citizenship.

Southland Boys' High School may seek clarification of eligibility for any student who is offered a place.

### **Proof of Address**

Southland Boys' High School has an enrolment scheme, and we need to verify whether your son lives in our enrolment zone or not. If they do, we will be able to offer them a place at Southland Boys' High School. If you live outside our enrolment zone, your application for enrolment will need to go through our ballot process. We will not be able to proceed with your application without proof of address. There is a spot on the form where you can upload an attachment. A scan of a tenancy agreement, or rates bill or phone, internet or power bill is the most common proof of address supplied by our caregivers.