

Registration for New Entrants Travel to School Privacy Statement

What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this privacy statement to explain how we deal with your personal information collected for registration for the new entrants travel to school focus groups. Personal information is information about an identifiable individual – you.

Our collection, use and disclosure of your personal information addresses the requirements of the Privacy Act 2020. This Act is administered by the Ministry of Justice and its application is overseen by the [Office of the Privacy Commissioner](#).

What personal information do we collect and for what purpose(s)?

Greater Wellington is collecting your name, email address, how your child usually gets to school, you and your child(ren)'s dietary restrictions from you.

The purposes for collecting this information are to invite you to a focus group, to contact you to clarify a response to the registration form (if necessary), to help design the focus groups, and to assess childcare and dietary requirements for the focus groups.

Your provision of this information is voluntary. If you decide not to provide this information, we will not be able to invite you to, and may not be able to provide for your needs, at the focus groups.

Using your information

We will only use the personal information provided to us:

- For the purposes for which we collect that information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly-related purpose, or where the law permits or requires this use).

Data storage, security and accuracy

Greater Wellington has implemented measures to ensure your personal information is kept safe and secure; is protected against loss, and unauthorised use, change, disclosure, or access; is kept accurate, current, complete, and relevant; and is not misleading.

These measures include:

- Digital information is held in a secure folder in Greater Wellington's document management system.
- Access to this secure folder is limited to the Greater Wellington Travel Choice Schools and Community Team.

Sending your information to others

The collected information will not be sent to third parties.

Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at privacy@gw.govt.nz
- If applicable, ask us to correct that information.

Once we have verified your identity, we will provide you with confirmation and access, unless we believe we should withhold the information under the Privacy Act 2020. We will deal with your request within 20 working days; and, if we decide to withhold, we will provide the reasons and supporting grounds.

Correction

If we:

- Agree that your personal information needs to be corrected, we will do so and provide you with an amended record (if requested)
- Refuse a request for correction, you are entitled to request that a statement is attached to the relevant personal information recording that the correction was sought but not made. This request can include non-active/historical records.

Your rights to access and correct any personal information we hold are subject to the Privacy Act 2020.

Contact us

For further information about this privacy statement and our related information practices, please contact us on sadie.coe@gw.govt.nz.

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at privacy@gw.govt.nz.

Complaints

If you consider we have breached your privacy, or there is a privacy matter that we cannot resolve, first make a complaint to our Principal Privacy Officer at privacy@gw.govt.nz.

If you are not satisfied with our response, you can then complain to the Privacy Commissioner at:

Phone 0800 803 909 (Monday to Friday 10am to 3pm)

Email enquiries@privacy.org.nz

Post Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.