

Privacy Statement for Collection of Resource Distribution Information

The Ministry of Education (the Ministry) manages all the information it collects, stores, uses, and discloses in accordance with the Education and Training Act 2020, and the Privacy Act 2020.

Why are we collecting your information?

The Ministry is distributing resource materials to support students remote learning. As part of the distribution process, we are collecting information to assist us with the identification of:

- students/learners who received resource material to support their remote learning, and
- the type and volume of resource material received to support students/learners during a period of remote learning.

What information are we collecting?

We will be collecting the following information about you and the resource material you have received including:

1. your institution/school's name and number, and
2. your NSN and your full name, and
3. the details of the resource material that was distributed to you including the:
 - a. year level of the resource material received, and
 - b. medium i.e., English medium or Māori medium, and
4. the details of the resource you have received, and
5. the date you received these resource materials.

How are we collecting your information?

You do not need to provide any information yourself. The Ministry will be providing your school with an excel template spreadsheet to collect this information.

The Ministry is using the template spreadsheet to ensure only the information required by us, is collected.

Your school may work with your local Regional Education Office to complete the spreadsheet.

Once your school has completed the spreadsheet it will be securely provided to the Ministry.

How will we use your information?

The Ministry will only use your information for the following purposes:

- reporting to Government, including government Covid-19 Response groups, and the relevant Ministers on the level of resource material distributed across the education sector
- responding to ministerial requests that ask for information about the level of resource material distributed across the sector
- responding to official information requests such as by an OIA request
- monitoring, reporting, and evaluating the distribution and delivery of the resource material
- monitoring, reporting, and evaluating on the effectiveness of the Ministry's distance learning response during a Covid-19 lockdown period through to normal business operations
- undertaking future education related analysis for research and statistical purposes.

You will not be identified in any publicly released reports, research, evaluations, or statistics created by the Ministry.

Any responses to ministerial or official information requests or reports will only include aggregated or de-identified information which means it will not be possible for you to be identified.

The Ministry may link your personal information to information already held by the Ministry for the purposes of reporting, evaluation, research, and creation of statistics.

When your personal information is no longer required for the purposes for which it was collected, it will be securely deleted.

Access to and storage of your information

Only authorised Ministry staff, including staff at your local Regional Education Office, will have access to your personal information.

All personal information collected will be stored in a secure Ministry database.

Disclosure of the information

The Ministry will only disclose your personal information where we are required or authorised to do so by law.

Your Rights

Under the Privacy Act 2020 you have the right to request access to or correction of your personal information held by the Ministry.

You can make a request by emailing health.safety.security.privacy@education.govt.nz.