



# Deaf & Hard of Hearing FOUNDATION

## **POLICY 28: PRIVACY POLICY – YOUTH PROGRAMME**

The National Foundation for The Deaf Incorporated (**we, us or our**) operates a Youth Programme where we carry out free hearing screenings for students who participate in the programme (**students**) at selected secondary schools in New Zealand (**Programme**).

This privacy policy sets out details of how we collect, use, store and disclose the personal information of students. By consenting, as the parent or guardian of a student, to the participation of your son or daughter in the Programme, you consent to the collection, use, storage and disclosure of the personal information of your son or daughter in accordance with this policy.

If you choose not to allow your son or daughter to participate in the Programme, no personal information relating to your son or daughter will be collected.

### **HOW WE COLLECT STUDENTS' INFORMATION**

We will only collect personal information that is relevant to students' participation in the Programme. The personal information we collect will generally include the student's name, class, and the results obtained from his or her hearing screening. We will collect this information directly from the student when he or she completes a Programme questionnaire and participates in the Programme.

### **HOW WE USE STUDENTS' INFORMATION**

We will only use students' personal information for the operation and purposes of the Programme. We may disclose the personal information that we collect to:

- you, or any other family member, guardian, or other person that you authorise us to disclose the personal information to; or
- any relevant members of the school's staff, including the student's teachers, the principal or a deputy principal, or medical staff such as a school nurse.

We will not otherwise disclose the personal information of students to any other person. However, while it is unlikely, we may be required to disclose students' information to comply with legal or regulatory requirements. We will use reasonable endeavours to notify you before we do this, unless we are legally restricted from doing so.

We may use, disclose or transfer to third parties any non-personal, aggregated information that is collected from students and others. This includes, for example, information regarding hearing trends.

### **SECURITY OF INFORMATION**

Only our staff and those who perform services on our behalf, and are authorised to handle the information, will have access to students' personal information. Students' personal information will be kept secure and confidential, using up to date measures which meet current industry standards. The personal information will be stored on servers located in Australia. It will not be retained for longer than is required except to fulfil our legal obligations or where you have consented to such retention.

## **ACCESS TO INFORMATION**

You can access the personal information that we hold about your son or daughter and request corrections. This right is subject to some exceptions, for example you may not obtain access to information relating to existing or anticipated legal proceedings. You can request access to this information by emailing us at [enquiries@nfdhh.org.nz](mailto:enquiries@nfdhh.org.nz) or by writing to us at Textile Lofts, Level 4, 1 Kenwyn Street, Parnell, Auckland 1052 or PO Box 37729, Parnell, Auckland 1052.

## **COMPLIANCE AND CHANGES TO POLICY**

As well as complying with this policy, we will comply with our general privacy policy at <https://www.nfdhh.org.nz> in relation to the collection, use, storage and disclosure of the personal information of students.

We may change this policy at any time by sending you the amended policy or publishing the amended policy on our website. We will endeavour to inform you of any changes to the policy by email or on the website. If you have any questions about this policy or any changes to it, you can contact us by email at [enquiries@nfdhh.org.nz](mailto:enquiries@nfdhh.org.nz) or by writing to us at Textile Lofts, Level 4, 1 Kenwyn Street, Parnell, Auckland 1052 or PO Box 37729, Parnell, Auckland 1052.

## **ENQUIRIES**

If you wish to enquire or complain about the way that we have managed your son's or daughter's personal information, please contact us at [enquiries@nfdhh.org.nz](mailto:enquiries@nfdhh.org.nz) or write to us at Textile Lofts, Level 4, 1 Kenwyn Street, Parnell, Auckland 1052 or PO Box 37729, Parnell, Auckland 1052. We will endeavour to respond promptly to your enquiry or complaint.