

CATHOLIC THEOLOGICAL COLLEGE PRIVACY STATEMENT

For those involved in a University of Notre Dame Australia (UNDA) degree or course, UNDA Policies and Procedures also apply.

Introduction

This privacy statement explains how Te Kupenga – Catholic Theological College (CTC) collects, stores, uses and shares personal information. Openness and transparency are important to us. The Privacy Act 2020 requires us to be clear about the personal information we collect and how it is used. All those who engage with CTC should have confidence that we handle their personal information lawfully and carefully.

Collecting personal information on students

We collect personal information to enable student enrolment in CTC courses and qualifications, to comply with government requirements on private training establishments, to assist with record keeping on professional development across the Catholic school system and to undertake follow-up research on our graduate outcomes. We also generate personal information (such as assessment grades and academic progress) as students work towards their CTC qualification.

The information we collect is itemised in the student enrolment form and comprises:

- Full legal name
- Previous name (if applicable)
- Date of birth
- Residential and postal address
- Invoice address (for third-party payment)
- Email and phone contact details
- National student number (generated by the Ministry of Education)
- Proof of citizenship or residency where the enrolment requires it
- Ethnicity
- Existing secondary and tertiary qualifications
- Previous tertiary study (if any, including with Te Kupenga)
- Occupation
- Health status
- Emergency contact person and phone number
- For international students: Visa status and Insurance provision

Storing personal information about students

We store all personal information in the *Wisenet* student management system, which is certified for use by the Ministry of Education. Data is hosted in a third-party data centre across two sites in New Zealand. It is maintained under multi-level security and access protocols, consistent with the New Zealand Cloud Computing Code of Practice established by the Institute of IT Professionals New Zealand. Access to the *Wisenet* system by Te Kupenga staff and tutors is regulated by the registrar, with permissions restricted to valid requirements.

For students in University of Notre Dame Australia (UNDA) courses and degrees, information is also stored in the Paradigm database, the UNDA student data system. This allows for oversight by the degree granting body, moderation, and for reporting to TEQSA.

Using and sharing personal information about students

We use the information we gather to:

- Create and update student records
- Contact students for course administration, quality assurance and teaching purposes
- Verify course and qualification completions
- Determine eligibility for fees-free study
- Prepare and send out invoices
- Contact employers to verify that intended graduate outcomes have been demonstrated in the workplace
- Invite graduates to remain connected with Te Kupenga as alumni
- Calibrate the records held in each Catholic diocese of professional development activity by religious education teachers in Catholic schools.

We draw upon personal student information to meet information sharing and reporting requirements to the Ministry of Education, New Zealand Qualifications Authority, the Tertiary Education Commission and the Ministry of Social Development (in relation to student loans and allowances)

We may also be required to release information for other purposes to government agencies such as the Police, Immigration New Zealand, Ministry of Justice, Ministry of Social Development and the Accident Compensation Corporation.

Accessing and correcting personal information

Any student may request access to their student record held by CTC and may require us to correct any error in the information we hold. CTC updates personal information about current students as required.

Records required by legislation

CTC will retain records of student enrolments and academic records as per the New Zealand Qualifications Authority requirements (PTE enrolment and academic records rules 2012).

Questions and complaints

Any questions or complaints about the privacy of personal information held by CTC should be sent in the first instance to the Director of the Nathaniel Centre, John Kleinsman, who is Te Kupenga's Privacy Officer. The email address to use is jkleinsman@nathaniel.org.nz or phone 04 499 2251.

The Privacy Officer will work through four steps:

- Contain the breach and make a first assessment
- Evaluate the breach, in consultation with the Dean of CTC
- Notify affected people if necessary
- Prevent the breach from happening again

Complaints are also able to be raised with the New Zealand Office of the Privacy Commissioner (privacy.org.nz).

If there is a privacy breach that causes serious harm or is likely to do so, Te Kupenga will notify those affected and the Office of the Privacy Commissioner, as per the Privacy Act 2020.

Issued: 4 December 2020

Date for next review: December 2023 (along with Privacy Policy)