

Purpose	This Privacy Policy sets out the purpose, use, disclosure, and protection of personal information of individuals.
Explanation	<p>This Policy sets out the information collected, purpose, security, retention, sharing and destruction standards.</p> <p>Central Kids only collects and uses information for the purpose it was intended for.</p>
Scope	This Policy applies to all kaimahi   employees, students, volunteers, and contractors.
Privacy Officer	<p>The Privacy Officer for Central Kids is the General Manager Corporate Services.</p> <p>The deputy Privacy Officer is the Information Manager.</p> <p>The duties of the Privacy Officer are to:</p> <ul style="list-style-type: none"> <li>be familiar with the privacy principles in the Privacy Act</li> <li>work to make sure the organisation complies with the Privacy Act</li> <li>deal with any complaints from the organisation's clients about possible privacy breaches</li> <li>deal with requests for access to personal information, or correction of personal information</li> <li>act as the organisation's liaison with the Office of the Privacy Commissioner</li> <li>train other staff at the organisation to deal with privacy matters</li> <li>advise their organisation on compliance with privacy requirements</li> <li>advise their organisation on the potential privacy impacts of changes to the organisation's business practices</li> <li>be familiar with any other legislation governing what the organisation can and cannot do with personal information</li> <li>for all projects, complete a Brief Privacy Assessment, using the 1Place tool, to identify</li> </ul>





Recordbase is the cloud based client management system used by Mātauranga Ake. It contains whānau contact details, and a running record of all interactions. Their Privacy Policy is set out here: [www.recordbase.co.nz/privacy-policy](http://www.recordbase.co.nz/privacy-policy)

PeopleInc is the Human Resources Information System that stores all kaimahi information. This database is located on the Central Kids server.

IMS is the payroll software used and is stored on the Central Kids server.

Office 365 is used to store information. This includes information related to kaimahi | staff and enrolled whānau/tamariki mokopuna. The Microsoft Privacy Statement is set out here: <https://privacy.microsoft.com/en-ca/privacystatement>

Central Kids website does not store confidential information.

PowerBI is the Microsoft dashboard that Central Kids uses to present visual data and information for managers use, and it draws information from the above software systems.

## Security

We keep the personal information we hold safe through the following activities.

Regular updating of operating systems to ensure the most current cyber security protections, by completing a full shutdown of laptops at least monthly, or more frequently where indicated.

Use of two factor authenticatiore

	<p>The footage recorded through cameras will not be shared for purposes other than security management (break-ins, theft, vandalism etc).</p>
Retention	<p>Central Kids does not retain information for longer than is required by law.</p> <p>We keep hard copies of personal information for seven years.</p>
Destruction and disposal	<p>After seven years of retention, Central Kids will safely and responsibly destroy held personal information.</p>

