

Privacy Policy



Introduction

1. At Taranaki Music School we are committed to protecting your privacy and ensuring that any personal information we collect is handled in accordance with the Privacy Act 2020. This policy explains how we collect, use, store, and share personal information.
2. This policy applies to all personal information collected by Taranaki Music School from students and their whānau, staff and teachers, website visitors and enquiries or newsletter subscribers.

What Personal Information We Collect

We may collect the following types of personal information:

- Student information: name, date of birth, contact details, medical needs, learning needs
- Parent/guardian information: name, phone number, email, emergency contacts
- Teacher and staff information: contact details, CV, police vetting documents,
- Communication records: emails, enrolment forms, feedback
- Multimedia: photos/videos (with consent)

How We Collect Information

We collect personal information through:

- Enrolment forms (online or paper)
- Email and phone communications
- In-person interactions
- Our website (via forms or cookies, where applicable)
- Social media interactions
- Safety checks and employment documentation

How We Use Personal Information

We collect personal information to:

- Deliver quality music education
- Contact parents and caregivers in case of emergency or updates
- Tailor learning programmes to individual needs
- Maintain accurate student records
- Ensure child safety and meet legal obligations
- Promote school activities (with consent for photos/videos)

Storing and Protecting Information

Personal data is stored securely, whether in digital or physical format.

Only authorised staff and tutors have access to personal information.

We use password-protected systems and secure filing practices.

Information is retained only as long as necessary and then securely deleted or disposed of.

Sharing Information

We do **not** share personal information with third parties unless:

- We have your consent.
- It is necessary for the education, health, or safety of a student.
- We are legally required to (e.g. Oranga Tamariki, NZ Police).
- It is part of our business operations (e.g. trusted third-party providers like billing or software systems, under strict confidentiality agreements).

Photos and Videos

We will always seek written consent before using photos or videos of students for:

- Social media
- Newsletters
- Promotional materials
- Website content

You may opt out at any time by contacting us.

Access and Correction

You have the right to:

- Access the personal information we hold about you or your child
- Request corrections to any incorrect information

To request access or changes, please contact us using the details below.

Website and Cookies

Our website may use cookies to improve your browsing experience. Cookies do not collect personal data unless you provide it to us directly through a form. You can manage cookie settings through your browser.

Privacy Officer Contact

For any privacy questions or concerns, please contact our Privacy Officer within TSM:

Name:

Phone:

Email:

Policy Review

This policy is reviewed every two years or earlier if there are changes to legislation or best practices. Feedback from staff, whānau, and children will inform updates.