

WILSS Privacy Statement

We collect personal information from you, including information about your:

- Name and date of birth
- Contact information
- Ethnicity and citizenship
- Educational history

We collect your personal information to:

- Process your application to enrol in programmes
- Notify your results to the New Zealand Qualifications Authority (NZQA)
- Keep you informed of upcoming events

Besides our staff, we may share this information with:

- NZQA to record your results on your Record of Learning.
- Adult Community Education (ACE) to record your attendance on ACE funded programmes

The Information Privacy Principle 3A (IPP 3A) under the New Zealand Privacy Act 2020 requires agencies to notify individuals when their personal information is collected indirectly from a third party. When WILSS needs to collect this information, we will ensure the learner is aware of:

- The fact that the information has been collected.
- The purpose of the collection.
- The intended recipients or types of agencies it will be shared with.
- The name and address of both the collecting and holding agency.
- Any specific law requiring or authorising the collection.
- Their rights to access and correct their personal information.

We keep your information safe by storing it in encrypted files and/or filing cabinets in a secure office and only allow authorised staff access to it. We keep your personal information for up to seven years at which point we destroy it by securely disposing of paper files and deleting electronic files and backups (we may keep no-identifiable data for statistical purposes for longer than seven years). You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at zelda@wilss.ac.nz, or (07)8399908, or Private Bag 3105, Hamilton 3240.