



APPLICATION

Privacy Statement

The collection, use, storage, disclosure and correction of personal information by *Toi Whakaari: NZ Drama School* is governed by *The Privacy Act 1993*. Personal information means information about an identifiable individual. *Toi Whakaari: NZ Drama School* complies with the obligations of this act.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires *Toi Whakaari: NZ Drama School* to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz/>.

Collection of Information

Toi Whakaari: NZ Drama School collects, stores uses and discloses personal information about individuals in the following circumstances.

Automatically Logged Information

The following information may be recorded and logged when you visit our *Enquiry* and *Application* pages:

- Your browser's Internet address.
- Your server's address.
- Your domain name.
- Your IP address.
- The date and time of your visit to the site.
- The pages you accessed and documents downloaded.
- The previous site visited.
- The type of browser you are using.
- The username entered if accessing a restricted site.

Toi Whakaari: NZ Drama School uses this information for statistical purposes and system administration tasks to maintain this service. *Toi Whakaari: NZ Drama School* does not attempt to identify individuals from automatically logged information as part of regular business practice. However, in the event of an investigation, *Toi Whakaari: NZ Drama School*, a law enforcement agency or other government agency may exercise its legal authority to inspect relevant server logs.

Confidential and Personal Information

Toi Whakaari: NZ Drama School takes all reasonable precautions to guard against unauthorised access to confidential and personal information including the loss, misuse and alteration of the information held by *Toi Whakaari: NZ Drama School*. When personal information is no longer required for the purposes for which it was collected it may be deleted.

Cookies

We do not use cookies on our *Enquiry* and *Application* pages.

Use of Personal Information

Toi Whakaari: NZ Drama School collects and stores information supplied by you via our *Enquiry* and *Application* pages to:

- Manage the business of *Toi Whakaari: NZ Drama School* (including internal reporting, application and other administrative processes).
- Increase the data accuracy of collected information.
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

In submitting this application form you authorise such disclosure on the understanding that *Toi Whakaari: NZ Drama School* will observe the conditions governing the release of information, as set out in the

Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Student Services Office.

Supply of Information to Government Agencies and Other Organisations

Toi Whakaari: NZ Drama School supplies data collected on this form to government agencies, including:

- *The Ministry of Education.*
- *The New Zealand Qualifications Authority.*
- *The Tertiary Education Commission.*
- *The Ministry of Social Development* (in relation to student loans and allowances) and Inland Revenue (student loans).
- *Immigration New Zealand* and the *Ministry of Business, Innovation and Employment* (for those who are not New Zealand citizens or permanent residents).
- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index, if not already registered, and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, *Toi Whakaari: NZ Drama School* releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Email Addresses

If at any stage you provide us with your email address either as part of a message or by completing a web form, we will only use your email address for the purposes for which it was provided. We will not subscribe your email address to any external mailing list without your consent.

External Sites

External sites that are linked to or from the *Toi Whakaari: NZ Drama School* site are generally not under the control or responsibility of *Toi Whakaari: NZ Drama School* and you are advised to review their privacy statement.



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