



## Electronic Information about your child

### ENROL PRIVACY STATEMENT

The information provided in ENROL is collected under the authority of section 77A of the Education Act 1989. The Ministry of Education is responsible for the management and storage of the information held in ENROL.

#### What ENROL records

When enrolling your child at a school for the first time, you need to provide an official document (full New Zealand birth certificate, passport, residency permit or visa) to verify their full name, date of birth, gender and eligibility for free enrolment.

Your child will be assigned a unique National Student Number (NSN) which will identify their student records throughout their school and tertiary education. This NSN is also recorded in ENROL. Information about the NSN is available from <http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/NationalStudentNumber.aspx>. From 2014 many children will already have an NSN when they start school that was created by their early childhood service.

ENROL also keeps a record of each school your child has attended. It helps ensure quick action from school and Ministry staff if a child who should be in school leaves one school but doesn't enrol in another.

During your child's time at school ENROL could also record the following information, available only to the school where your child is currently enrolled:

- **child's residential address**
- flags to indicate whether there are any notes held at the previous school that could help your child settle into a new school
- stand-down and suspension information
- indication of entitlement to specific special education support
- hearing and vision test results for Before School Checks, New Entrants and Year Seven students
- prior early childhood education participation (Year One only)

## **What ENROL information is used for**

The information in ENROL will be used by authorised school staff for the purposes of:

- updating students' records when they enrol, transfer, or leave school
- accessing hearing and vision test results including those undertaken as part of the Before School Check test results, for and on behalf of a student's teacher

The information in ENROL may be used by authorised District Health Board staff for the purposes of:

- entering and accessing hearing and vision test results including those undertaken as part of the Before School check
- identifying those children who have not received a full Before School Check prior to starting school or who may need a further hearing and vision test and contacting their school to arrange with the family for a check or assessment.

The information in ENROL will be used by the Ministry of Education for the following purposes:

- ensuring all children who are required to be, are enrolled at school
- updating students' records in specific circumstances such as granting approval for home schooling
- research and statistical purposes for example, to help inform policy development
- sharing contact information with the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

## **Confidentiality**

Parents can ask a school principal to set a privacy flag in ENROL to restrict access to student information. If it is important that access to information on a child's current school and home address is restricted in ENROL, ask the principal to select this flag.

Students and their parents or caregivers do not have direct access to ENROL

## **Access to and correction of ENROL information**

A student (or their legal guardian) can ask the school for a copy or correction of their ENROL information.

## **More information**

For more information visit the [About ENROL](#) section of [www.minedu.govt.nz/enrol](http://www.minedu.govt.nz/enrol) , contact your local Ministry office or email [e.admin@minedu.govt.nz](mailto:e.admin@minedu.govt.nz)

If you have any questions about enrolment at a particular school, please contact the school directly.