

## STAPLES EDUCATION FOUNDATION

### PRIVACY POLICY

Last updated 31<sup>st</sup> October 2019

#### 1. INTRODUCTION

- 1.1 Staples Education Foundation (“SEF”, “we” or “us”) are committed to your privacy.
- 1.2 This privacy policy (**Policy**) explains how we collect, use and maintain your personal information if you:
- (a) apply to become an SEF mentor (**SEF Mentor**);
  - (b) apply to become an SEF scholar (**SEF Scholar**);
  - (c) apply to become an SEF buddy (**SEF Buddy**);
  - (d) enquire about becoming a work experience provider, sponsor or workshop facilitator (either personally or behalf of the organisation you represent);
  - (e) accept a position or award listed in paragraphs (a) to (d) above; or
  - (f) otherwise make enquiries with us by email or through our website.
- 1.3 This Policy explains your rights regarding our use, storage and disclosure of your personal information, and your rights to access and correct that information.

#### 2. CHANGES TO THIS NOTICE

- 2.1 We may change this Policy from time to time. If we make any changes, we will notify you by revising the “Last updated” date at the top of this Policy. We recommend you review this Policy periodically to ensure you are aware of any updates.

#### 3. INFORMATION COLLECTED

##### Enquiries

- 3.1 When you submit enquiries to us by email or through our website, we may collect, store and use the personal information you submit to us. This information may include (but is not limited to) your name, contact details, and other relevant personal information which you provide to us at your discretion.
- 3.2 You will be deemed to have consented to us collecting, using and sharing your personal information in accordance with this Policy by submitting an enquiry to us. Where you provide personal information about any other person, you warrant and represent to us that you have authority to provide that personal information on that individual’s behalf.
- 3.3 You are entitled to make anonymous enquiries with us, but if you do not provide relevant personal information, we may not be able to properly answer your enquiry.

- 3.4 If you make a specific enquiry about becoming a work experience provider, sponsor or workshop facilitator (either personally or behalf of the organisation you represent), SEF will use the personal information you submit to us to contact you and discuss further how you can support SEF and its scholars.

### **Scholarships**

- 3.5 When you apply for an SEF scholarship, you will be required to complete an application form disclosing personal information about yourself including your name, age, address, education and other details. You will also be asked to disclose details about your study plans and provide evidence of your academic results to SEF.
- 3.6 You can elect not to disclose any or all of your personal information to us in connection with your application, but this may mean that we have insufficient information to assess your eligibility, which may result in your application being declined.
- 3.7 If your application is progressed, you will be invited to interview with SEF. Your interview may be recorded with your consent to allow the SEF trustees to review your interview at a later date. If your application is successful, SEF may retain these recordings and use all or part of that video recording in future marketing materials to inspire future applicants and scholars. SEF will always seek your express consent before doing so.
- 3.8 SEF may also undertake reference checks on you to assess your eligibility for the scholarship and may hold and use information that your referees provide about you in connection with that purpose. SEF will only contact referees nominated by you.
- 3.9 If you are offered and accept a scholarship you must continue to meet the eligibility criteria for that award for the duration of that scholarship. To demonstrate this, you will be required to:
- (a) supply your academic results at the end of each semester to SEF (which may include your official academic transcript);
  - (b) confirm the papers you are enrolled in in the forthcoming semester;
  - (c) provide regular reporting of your progress; and
  - (d) other such information reasonably required to demonstrate your continued eligibility.
- 3.10 You will also be assigned an SEF Mentor for the duration of your scholarship. Your SEF Mentor will provide you with support and guidance and you will be expected to catch up regularly with your SEF Mentor. Your SEF Mentor may disclose certain information about you to SEF where this relates to the mentoring relationship, with your express consent, or where your SEF Mentor considers there is a safety risk involved and that disclosure is necessary to prevent harm.
- 3.11 Wherever possible, SEF will collect personal information directly from you. In certain circumstances it will be appropriate for SEF to seek certain information directly from other sources to verify your ongoing eligibility for your award, such as your educational institute or your SEF Mentor. You authorise SEF to obtain such information and, where applicable, you will provide reasonable assistance to SEF to enable it to do so.
- 3.12 Clauses 3.5 to 3.11 will apply with all necessary modifications to an SEF Buddy.

### **SEF Mentors**

- 3.13 Where you apply to become an SEF Mentor, you will be required to complete an application form which will request certain personal information from you including your name, age, contact details, professional background and experience working with secondary and tertiary age students.
- 3.14 In connection with this application, you will also be requested to complete a criminal conviction check. This will require you to complete a form authorising the disclosure of your conviction history (if any) to SEF. The purpose of this check is to ensure that you are a suitable candidate for the SEF Mentor programme.
- 3.15 You can elect not to disclose any or all of your personal information to us in connection with your application, but this may mean that we have insufficient information to assess your eligibility, which may result in your application being declined.
- 3.16 If a mentoring opportunity arises that SEF considers would be suitable for you, SEF will contact you to further discuss this opportunity. SEF may interview you and undertake reference checks to ensure your suitability for the SEF Mentor programme. SEF may hold and use information that your referees provide about you in connection with that purpose. SEF will only contact referees nominated by you.

## **4. USE OF INFORMATION**

- 4.1 We may use your personal information for a variety of purposes (as applicable), including:
- (a) to consider your initial and ongoing eligibility for a SEF scholarship;
  - (b) to consider your suitability and ongoing eligibility for the SEF Buddy programme;
  - (c) to consider your suitability for the SEF Mentor programme;
  - (d) to answer enquiries or to get in contact with you about opportunities in the future;
  - (e) to provide you with relevant information about SEF or our programmes;
  - (f) to administer the SEF programmes;
  - (g) for marketing purposes (where this information is anonymised or with your express consent);
  - (h) for legal, accounting, or administrative purposes; or
  - (i) for any other purpose we may notify you about or disclose in this Privacy Policy from time to time.
- 4.2 We will only hold your personal information for as long as is necessary in order to meet the purposes listed above.

**5. SHARING AND DISCLOSURE OF INFORMATION**

- 5.1 We may share your personal information with others in accordance with this Privacy Policy.
- 5.2 We may share personal information about you with others:
- (a) in accordance with section 4 above;
  - (b) to verify the information you provide to us in connection with an application or scholarship;
  - (c) where you are a Dilworth Old Boy, to Dilworth for Alumni purposes or to update Dilworth on your progress in the SEF programme;
  - (d) if we are reasonably required to do so in connection with the administration of the programmes we offer;
  - (e) where you expressly authorise the disclosure of your personal information; or
  - (f) where it is required by law.

**6. SECURITY**

- 6.1 While no service is completely secure, we will endeavour to protect information we hold about you from loss, theft, misuse, unauthorised access, disclosure, alteration and destruction. If you have any questions about the security of your personal information, you can contact us at [lwright@sefscholar.org.nz](mailto:lwright@sefscholar.org.nz).

**7. YOUR RIGHTS**

- 7.1 Under the Privacy Act 1993, you have certain rights to access the personal information we hold about you, subject to certain recognised exceptions. If the personal information we hold about you is not accurate or complete, then you may ask us to correct it.
- 7.2 You may request that we update, correct or delete information we hold about you at any time by emailing us at [lwright@sefscholar.org.nz](mailto:lwright@sefscholar.org.nz). We may retain certain information as required by law or for legitimate business purposes.