



ENROL PRIVACY STATEMENT

Electronic Information about your child

The information held in ENROL is collected under the authority of section 237 of the Education and Training Act 2020 (the Act). The Ministry of Education is responsible for the management and storage of the information held in ENROL and uses ENROL information in accordance with the Act and the Privacy Act 2020.

Enrolment and NSN

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

Your child will be assigned a unique National Student Number (NSN). The NSN makes it easier for us to manage and share information about your child in a way that protects their privacy. If your child attended an Early Learning Service, they would already have an NSN assigned to them. Your child's NSN is recorded in ENROL.

More information about the NSN is available from:

<http://www.education.govt.nz/school/managing-and-supporting-students/national-student-number-nsn-for-schools/>

Information in ENROL

ENROL holds information about your child and their education journey. This information includes:

- NSN
- Name, address, gender, date of birth, ethnicity, iwi affiliation, citizenship, ESOL, eligibility
- Enrolled school, year level, enrolment history, reason for leaving school, post-school activity
- B4School, New Entrants and Year 7 Hearing and Vision checks
- Learning Support, ORS, Standdowns and Suspensions
- Early Learning Service Participation (Year 1 only)

Only staff who are authorised to access ENROL and who have a valid business purpose will be able to access your child's information. Most of your child's information can only be accessed by the school they are currently enrolled in. Name, date of birth, NSN and enrolment history can be accessed by other schools (unless a privacy flag is activated).

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

What ENROL information is used for

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

- updating your child's 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 your child'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 accessed and used by the Ministry of Education for the following purposes:

- ensuring all children who are required to be, are enrolled at school
- updating your child's records in specific circumstances such as granting approval for home schooling
- research and statistical purposes including informing policy development and evaluation of Ministry initiatives
- sharing contact information under an Information Sharing Agreement with the Ministry of Social Development (MSD). The purpose of this sharing is to identify and support 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.
- sharing information with Stats NZ. ENROL information is added to the Integrated Data Infrastructure (IDI). This is for the purposes of calculating the Schooling Equity Index ([EQI](#)) which enables us to better target school funding and resources.

Sharing of ENROL information

Your child's information will not be shared with another person or organisation unless the disclosure is authorised by legislation.

Retention of ENROL information

Information is held in ENROL indefinitely as the information is a history of a learner's enrolment.

Privacy Flag

Parents can ask a school principal to set a privacy flag in ENROL to restrict use and disclosure of some of your child's information. The privacy flag can be used in the following circumstances:

- there is a protection or restraining order in place
- the principal believes the disclosure of your child's information could put them at risk

Access to and correction of ENROL information

A child (or their legal guardian) can ask the school for a copy or correction of their ENROL information by making a request directly to the school.

More information

For more information:

- visit the ENROL section of the Education site:
<http://www.education.govt.nz/school/managing-and-supporting-students/enrolling-students/>
- contact your local Ministry office
- or email e.admin@education.govt.nz.
- For information about the Equity Index for Schools:
<https://www.education.govt.nz/our-work/changes-in-education/equity-index/>
- For information on the Stats NZ IDI <https://www.stats.govt.nz/integrated-data/integrated-data-infrastructure/>

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