

## 1. Student information:

Name of student

Student's mobile

Student's personal email

## 2. Parent/Caregiver contact details:

Contact details are required for each person who is directly responsible for the child. Please refer to each person as the same caregiver in the same order throughout the document.

### Caregiver 1:

Parent/Caregiver name

Relationship to child

Address

Mobile

Email

### Caregiver 2:

Parent/Caregiver name

Relationship to child

Address

Mobile

Email

## 3. QMC family directory:

The QMC telephone directory is available to all parents and staff and assists in building relationships within the school community. Please select the boxes that you give your consent to be published and available.

### Child:

Name

Yes

No

### Caregiver 1:

Name

Yes

No

Relationship to child

Yes

No

Address

Yes

No

**Or** Yes to all

Home phone

Yes

No

Mobile

Yes

No

Email

Yes

No

### Caregiver 2:

Name

Yes

No

Relationship to child

Yes

No

Address

Yes

No

**Or** Yes to all

Home phone

Yes

No

Mobile

Yes

No

Email

Yes

No

#### 4. Communications pathways:

Each Parent/Caregiver can individualise the way in which the College communicates with them.  
(Primary = first point of contact, Alternative = contacted in the event the Primary contact is not available)

##### Caregiver 1:

Parent/Caregiver name

Relationship to child

Lives with child                      Yes                      No                      Shared

Emergency (Illness or Similar)                      Primary                      Alternative

Absence Early Notification                      By SMS                      No contact

Emails – General Messaging                      Yes                      No

School Newsletters                      Yes                      No                      Yes to all

Academic Result access                      Yes                      No

Interview Invite                      Yes                      No

##### Caregiver 2:

Parent/Caregiver name

Relationship to child

Lives with child                      Yes                      No                      Shared

Emergency (Illness or Similar)                      Primary                      Alternative

Absence Early Notification                      By SMS                      No contact

Emails – General Messaging                      Yes                      No

School Newsletters                      Yes                      No                      Yes to all

Academic Result access                      Yes                      No

Interview Invite                      Yes                      No

#### 5. Civil defence:

All Parents/Caregivers directly responsible for the child will be registered and contacted through SMS message in a civil defence emergency.

#### 6. Photo permission:

This section is referring to using photos images in Te Karere, QMCalling, Social media, News@QMC, QMC website, marketing material and advertisements.

- 'Allow to publish' gives permission for all of the communications listed.
- 'Do not publish at all' does not give any permission for internal and external publications and marketing.
- 'Do not publish externally' gives permission to publish in publications managed by QMC but nothing externally.

QMC will not provide photos or articles of students to outside media without parental consent. QMC is not liable for any photos or articles taken or written by outside media.

Select one:                      Allow to publish                      Do not publish at all                      Do not publish externally

## 7. Travel consent:

I give consent for our child to travel in a 5km radius of the College for organised school events:

Select one:  Yes  No

## 8. Snapper:

I consent to my child receiving a Snapper enabled ID card and agree to have her tuition account debited with the cost of \$20. I understand that the 'top up' of the Snapper card is the parents/caregivers responsibility and that top-ups at the College will only be available by eftpos or cash:

Select one:  I agree  I don't agree

## Completed by:

Parent name:

Date:

## Privacy Statement for Students and Caregivers

We collect the following personal information about students:

- name, ethnicity, and contact information
- the names and contact information for caregivers
- important health information
- information about any electronic device that connects to the school network
- information about interactions with staff and other students
- information about learning and wellbeing

If you choose not to provide personal, health, and caregiver information for a new student, we will be unable to enrol you at the school.

We collect personal information in order to:

- record learning progress
- keep students safe and care for their wellbeing
- celebrate achievement and diversity
- record financial information
- pass academic and wellbeing information to another school if a student leaves Queen Margaret College
- provide library, health, and information technology services
- distribute the school newsletter

Besides our staff, we share some of this information with government agencies, like the Ministry of Education and NZQA, in order to meet the legal requirements of the school. We may also share some of this information with other reputable partners who provide educational and wellbeing services for the school, such as software providers.

There are security cameras at school. The camera footage is used to keep students, staff and our property safe and secure. Only a few managers have access to this information.

We keep your information safe by locking away written information and using secure computers with passwords for electronic information. We only allow teachers and other people who work at the school to access it.

Individuals have the right to ask for a copy of personal information we hold about them, and to ask for it to be corrected if they think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, you can contact us at [privacy@qmc.school.nz](mailto:privacy@qmc.school.nz), or +64 4 473 7160, or 53 Hobson Street, Thorndon, Wellington 6011, New Zealand.

The College's privacy policies comply with the Privacy Act 2020. All policies, including privacy policies, can be found online at [qmc.schooldocs.co.nz](http://qmc.schooldocs.co.nz) with community username "qmc" and community password "passionate".