

# PRIVACY AGREEMENT FORM

As a **student** of the **RURAL YOUTH AND ADULT LITERACY TRUST**

- I give permission for the personal information gathered about me to be held and used by the above organisation to help them provide their service.
- I agree to work in accordance with the Privacy Act (2020) and also to abide by the Rural Youth and Adult Literacy Trust's philosophy and practice of respect for volunteer and student privacy.

I understand that:

- My name will not be used in any statistics collected or for any unauthorised purpose.
- I have the right to see the information I have provided.
- I may request changes to the information I have provided.
- Information about me will be filed securely.
- Only authorised people<sup>1</sup> will have access to this information.
- If any information about me is requested by other people<sup>2</sup>:
  - My permission will be asked.
  - If I give permission, I will sign a consent form.
- The above organisation works in accordance with the Privacy Act (2020).

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<sup>1</sup> Authorised people – i.e. management personnel, those authorised by management personnel and tutors or coaches who are currently working with the student.

It also includes the agency that refers you unless you ask us not to give them information. In that situation we will inform the agency that you have made the request.

In exceptional circumstances disclosure may be necessary to prevent or lessen a serious and imminent threat to public health and safety or the individual's life and health.

<sup>2</sup> Other people – e.g. whānau, family, employer, agencies such as WINZ, Workbridge, etc.