

Knox Centre of Ministry and Leadership (KCML)

Preamble

As members of the church of Jesus Christ, we at KCML are committed to conducting ourselves in accordance with the principles of the Gospel so that people are treated with dignity, respect, transparency and honesty.

As members of the Presbyterian Church of Aotearoa New Zealand (PCANZ) we are bound by the Leadership Code of Ethics.

As members of Aotearoa-New Zealand society we are bound by legislation; specifically, the Privacy Act 1993.

Should there be any unintentional discrepancy between these guidelines and the Privacy Act 1993, the stipulations of the Privacy Act 1993 will be final.

Privacy Statement for Knox Centre for Ministry and Leadership (KCML)

We collect personal information from and about you, including information about your:

- name
- contact information
- National Assessment process summaries, medical report, psychological report, supervision reports, academic transcripts, Ministry Reflection Group reports and mentoring minister reports.

The medical report and psychological report will be collected at the time of application for the National Assessment process, for the purposes of helping ascertain your physical and psychological suitability for ministry training. Other reports (i.e. supervision, Ministry Reflection Group reports and mentoring minister reports) are collected during your two-year internship to monitor your ministry formation.

For more information about what information we collect and who we collect it from, see “Principle 2 – Our sources of information” on page 4 of this policy statement.

We collect your personal information in order to:

- assess, develop and form you for National Ordained Ministry (or other forms of ministry or leadership as the case may be) in the PCANZ

Besides our staff, on occasions, this information is shared with others:

- KCML has an inter-connected set of national, Presbytery and congregational workgroups. As such, at times discussions will occur between KCML and convenors/representatives of these workgroups regarding your progress and readiness for transitions. Such discussion will always be conducted in a confidential manner.

We keep your information safe by ensuring electronic documents are password-secure and hard copies of documents are kept in a locked office and in a secure cabinet and only the Principal has the right to view all documents. Other staff will only view your personal information if they are your assigned tutor. The Registrar administers (e.g. secures and collates) the documents and has access for this reason only.

We keep your information for five years after graduation, at which point we destroy it by securely deleting electronic copies and using a professional document destruction service. Your academic transcript from your internship is not destroyed but is retained, so that evidence of your training is available, as it may be requested by other training providers should you apply for further training at another institution.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at (03) 473 0783, or Knox Centre for Ministry and Leadership Arden Street, Opoho Dunedin 9010 New Zealand.

Teaching and Classroom Guidelines

1. It is desirable that there be free and frank interchanges of ideas in the delivery of our training. This being so, staff and interns¹ must exercise sensitivity and tact in relation to each other's disclosure of personal information in the context of teaching situations.
2. Teaching and teaching material are covered by copyright not by confidentiality; however, personal information disclosed in teaching situations should be treated as confidential by lecturers, tutors and other class members.
3. If a lecture and/or tutorial is being recorded for the purposes of flexible delivery, and/or as an aid to those with disabilities, or who are absent, all should be made aware, at the outset, that such recording will be done. Those who receive such recordings shall adhere to these guidelines with respect to personal information divulged in the same manner as those who are physically present in the lecture and/or tutorial.

¹ While the term "interns" is used throughout this document – the provisions of this document shall apply to anyone who is engaged with KCML in any learning capacity. For example, Local Ordained Ministry probationers, National Ordained Ministry foundation students and attendees of any modules or workshops conducted by KCML.

4. When assignments set by KCML require the intern to reflect and engage with events and situations from their ministry setting, pseudonyms to be used for people referred to in the assignment and other details altered so as to ensure anonymity.
4. In compliance with Principles 5 and 10 of the Privacy Act 1993 recordings made of lectures and/or tutorials and which may contain personal information should not be made available to anyone other than a student enrolled in the topic.
5. Written work submitted by interns should not be shown to other staff members or students without the permission of the author, the only exception being the case of necessary cross marking. Grades should not be written on the front pages of written work.
6. It is inappropriate for lecturers or tutors to be asked by colleges, other than their own, to provide personal judgments about students except in relation to academic matters.
7. It is inappropriate for non-teaching staff to be asked by PCANZ workgroups, institutions or churches to offer any personal comment on students.
8. KCML is responsible for maintaining academic records for interns accepted for National Ordained or probationers for Local Ordained Ministry training. In accordance with the Principles 5, 9, 10 and 11 of the Privacy Act 1993, any information held by KCML will be kept confidential except for approved administrative purposes or disclosure that is required or authorised by law.
9. If you believe your privacy has been breached by KCML, and you are dissatisfied with the response from KCML, you can lodge a complaint with the Privacy Commissioner:

PO Box 10-094, The Terrace, Wellington 6143

Ph: 0800 803 909

Email: enquiries@privacy.org.nz

The 12 Principles of the Privacy Act 1993

How we will manage your personal information

Preamble

KCML is committed to maintaining privacy of information collected and used for ministry formation and educational purposes including in tutoring, teaching, research and administration.

Our policy concerning gathering, using and retaining your personal information is governed by the principles of the Privacy Act 1993:

Principle 1 – Our purpose for collecting information about you

The purpose for which we gather and maintain personal information about you is so we can assess, develop and form you for National Ordained Ministry (or other forms of ministry or leadership as the case may be) in the PCANZ. We may also use information for general research purposes. Such research will not be published in any form that would contain information or data whereby you can be identified.

Principle 2 – Our sources of information

KCML collects and holds personal information from staff, Presbyteries, churches, supervisors and PCANZ workgroups in their respective functions, including:

- a) National Assessment Workgroup (including psychological, medical reports and police reports collected for the purpose of assessment)
- b) Foundational theological training providers: Carey Baptist College, Laidlaw College and Otago University.
- c) Other theological training institutions that an intern or student may have trained with.
- d) Your mentoring minister, supervisor and convenor of the Ministry Reflection Group from your ministry internship placement
- e) Information collected and held may include, depending on the function for which it is collected: personal details, educational qualifications and history, employment history and other data as required for ministry formation and educational purposes.

Information will be collected from you and by various means appropriate to the purpose, primarily through the processes of: application forms, assessment documentation and progress reports as training and formation continues.

During the National Assessment application process and your ongoing formation as an intern, you would have authorised our collection of information about you from such sources. However, if we have reason to solicit further information from the aforementioned sources, it will be to seek clarification and/or to enhance our assessment of you and not for the purposes of disadvantaging you.

Principle 3 – what we will do with your information

The main purpose of holding information about you is to monitor, gauge and enhance your progress as you train for ministry (in whatever form) for the Presbyterian Church of Aotearoa New Zealand.

Principle 4 – manner of collection

KCML will not use unfair or unreasonably intrusive means of collecting the information about you.

In addition to information submitted by you, we collect information from application and assessment processes, reports from those professionals and volunteers who are actively involved in your training and formation. All such people are bound by confidentiality ethics and standards.

Principle 5 – Ensuring we store your information securely

We will carefully look after the information we hold about you.

Information collected is securely stored by the following means:

- ◆ Personal information is maintained on the KCML secure computer network and hard-copy files are kept in locked cabinets and are accessible or disclosed only to staff for the purposes of their work;
- ◆ Electronic reports are password-protected.
- ◆ Our staff maintains a clear-desk practice; so your personal records will not be left unattended and will always be secured when a staff member is not actively working with it.
- ◆ Electronic copies generated by emails being sent will be purged.

Principle 6 – access

If you want to see your personal information, you can request to see it. There will be no cost. You do not need to make the request in writing or give a reason for making the request.

However, access may be limited in cases where the Privacy Act 1993 provides exceptions. See sections 27-29 of the Act.

To access your information, contact the Dean of Studies of KCML:

(03) 473 0785

KCML

Knox College

Arden St

Dunedin

Principle 7 – correction

We will take reasonable steps to correct your information held if you are able to establish that the information is not accurate, complete and up-to-date.

If you believe that KCML holds information about you which is inaccurate, you have the right to request that we correct this information. If we do not agree to make the correction you have requested (for instance because we believe the information is accurate), you are entitled to provide a statement of correction outlining your view of what information should be. If you provide a statement of correction, KCML will attach this information to your file so it will be read alongside the disputed information.

Principle 8 – accuracy

KCML needs to take due care to ensure the information about you is accurate before we use it.

We will do all that is reasonable and practicable to ensure your information is accurate.

Principle 9 – retention

We will retain your academic grades so that any future requests for academic transcripts can be responded to.

We will retain your personal file for 5 years after graduation from KCML in the event there are any requests for a review of your training and ministry formation while an intern with KCML.

When we dispose of your personal information we will use a professional document destruction service and for electronic versions, we will permanently delete copies.

We will audit our systems every six months to ensure that no records have inadvertently been missed.

Principle 10 – use

We will only use the information we have about you for the purpose we have stated under Principle 1.

Principle 11 – disclosure

We will not disclose any information about you without your permission unless an exception applies under the Privacy Act 1993 or other legislation requires us to disclose information.

We may also disclose information if a secondary purpose is related to the primary purpose and you would reasonably expect such disclosure (e.g. if a church is considering calling you to be their minister and they contact KCML to give a reference).

Principle 12 – unique identifiers

We will not use any private or government generated identifiers for you (e.g. IRD number). We will not disclose any unique identifier assigned to you any agency unless required to by law.