

USE OF INFORMATION AND PRIVACY STATEMENT

Toi Whakaari: NZ Drama School collects and stores information from this form to:

- Manage the business of Toi Whakaari: NZ Drama School (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

Toi Whakaari: NZ Drama School may add your personal details (name, date of birth, gender and residency) to the National Student Index, which is managed by the Ministry of Education.

Toi Whakaari: NZ Drama School supplies data collected on your enrolment to government agencies, including:

- The Ministry of Education
- The New Zealand Qualifications Authority
- The Tertiary Education Commission
- The Ministry of Social Development (StudyLink): in relation to student loans and allowances
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations to:

- Administer the tertiary education system, including allocating funding
- Develop policy advice for government
- Conduct statistical analysis and research.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, Toi Whakaari: NZ Drama School releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that Toi Whakaari: NZ Drama School will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Student Services Office.

DECLARATION

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Toi Whakaari: NZ Drama School policy on withdrawal and refund of fees may be obtained from the Student Services office.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Toi Whakaari: NZ Drama School (as laid out in the Student Handbook, Departmental Handbooks and Academic Policy document) with regard to attendance, academic integrity and progress, conduct and use of information systems.

Declaration – *I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.*

_____ / ____ / _____
Signature *Date*

➤ Please make sure that you sign your enrolment form above ◀

<i>Office Use Only</i>		<i>Version 17.01 Designed by Meta Office with Take2 Users in Mind</i>
<i>Documentation</i>	<i>Approved</i>	<i>Entered</i>
_____ / ____ / _____	_____ / ____ / _____	_____ / ____ / _____
<i>Take2 Student ID</i>	<i>NSN</i>	<i>Other ID</i>
_____	_____	_____