



PRIVACY OF PERSONAL INFORMATION

This policy sets out the way in which LSNZ (“we” or “us”) collect, hold, disclose, use and protect your personal information.

By providing us with your personal information, you agree to your personal information being collected, held, used and disclosed as set out in this policy.

Information will be stored on the school files and databases and all practicable security measures will be maintained.

What information we collect

We collect information necessary for us to process any enrolment/application forms or an expression of interest in any English courses run by LSNZ, or provide you with any other service and/or assistance you have requested.

The personal information which we hold (“Information”) includes information like first and last names, passport/visa, postal address, telephones and mobile number(s) email address and next of kin contact details.

When you enrol at LSNZ we also collect and share some information for the purpose of assessing your suitability to partake in the English courses the school offers, also so for the purpose of immigration and applying to enrol to any other institutions.

Applying to enrol

Apart from the above information that we require, the school will also require you to provide information about any pre-existing injuries or pre-existing medical conditions which may affect any claims made by you on your medical insurance. The intention of this information is to help ensure that the student(s) gets the right advice about insurance and have the right policies in place to protect them against significant financial cost arising from any incidents. Most international student(s) are not entitled to publicly funded health services while in New Zealand, so may be liable for the full costs of any treatment.

How do we collect information?

We collect information in various ways, including when you:

- When you register online.
- When you enrol directly or through an agent.
- When you “like” our Facebook page or participate in any surveys, promotions and competitions that the school might run.



Except as noted in this policy, where possible, LSNZ will collect your information directly from you. However, there may be occasions when your information is collected from someone else (for example, LSNZ may collect information from your agent/ or another institution that you may have attended), we will take reasonable steps to inform you of this.

How do we use your information?

We use your information for the sole purpose for which it was provided to us, other related purposes and as permitted or required by law.

- Providing you with email and confirmation of your enrolment
- Providing you with assistance and/or services that you have requested
- Processing any expression of interest in English course that the school provides
- Any multimedia forum (Facebook, Instagram and the school website).

LSNZ will make information held about students available to upon request and in accordance with the Privacy Act 1993. Students have the right to request correction of personal information held in LSNZ database.