

Whanganui College Board of Trustees

INFORMATION SHARING

Multiparty Information Sharing Framework Agreement

AGREEMENT NUMBER:	WCB-AGR-002
EFFECTIVE DATE:	08/06/2026
REVIEW DATE:	06/06/2028
VERSION:	V1
APPROVED BY:	See Acceptance Section

Parties

This Agreement is entered into between:

- St George's School (STG)
- Whanganui College Board of Trustees (WCBOT)
- Whanganui Collegiate School (WCS)
- WCS Museum Trust
- WCS Foundation
- WCS Old Boys and Girls Association (WCS OBGA)
- STG Old Boys and Girls Association (STG OBGA)

Together referred to as "the Parties".

Purpose

The Parties recognise that they operate within a connected campus community and may need to share information, including personal information, to support educational, boarding, operational, pastoral, alumni, advancement, governance, historical, and community functions.

This Agreement establishes a high level framework for the lawful, appropriate, and secure sharing of information between the Parties in accordance with the Privacy Act 2020 and other relevant New Zealand legislation.

Each Party remains a separate legal entity with its own governance, responsibilities, operational functions, and Privacy Policy obligations. Nothing in this Agreement overrides or replaces the legal responsibilities of each Party in relation to the collection, use, storage, disclosure, or protection of personal information.

This Agreement is intended to outline the principles and expectations for information sharing between the Parties. It does not provide automatic authority to share information and does not replace professional judgment, legal obligations, operational procedures, or entity specific Privacy Policies.

Principles

The Parties agree that information sharing will:

- Be lawful, fair, and transparent
- Only occur where there is a legitimate business, educational, pastoral, governance, alumni, historical, or operational purpose
- Be limited to information reasonably necessary for that purpose
- Be handled securely and confidentially

- Respect the privacy and expectations of individuals
- Be undertaken on a need-to-know basis

Transparency Between Parties

The Parties recognise the importance of maintaining transparency regarding the sharing and use of information. Where appropriate, Parties will make reasonable efforts to keep each other informed about the nature of information being shared, the purpose for which it is being used, and any material changes to that purpose. This promotes accountability, consistency, and trust across the campus community while supporting each Party's governance and privacy obligations.

Types of Information

Information shared under this Agreement may include:

- Student information
- Parent and caregiver information
- Staff and contractor information
- Boarding and pastoral care information
- Alumni and donor information
- Financial and operational information
- Historical and archival information
- Event, engagement, and community participation information

Sensitive personal information will only be shared where reasonably necessary and appropriate safeguards are in place.

Information Sharing Purposes

Information may be shared between relevant Parties for purposes including:

- Supporting student education, wellbeing, boarding, and pastoral care
- Campus operational management and administration
- Health, safety, and welfare matters
- Governance, compliance, and risk management
- Alumni and community engagement
- Fundraising, advancement, and donor relations
- Historical and archival record keeping
- Communication regarding campus activities, events, and services
- ICT, finance, property, and shared service operations

Not all information will be shared with all Parties. Sharing will depend on the nature of the information, the operational relationship between the Parties, and whether access is necessary to perform an authorised educational, operational, governance, pastoral, alumni, historical, or service related function.

Support Services functions operating under the Whanganui College Board of Trustees provide shared operational services across both Whanganui Collegiate School and St George's School. As part of delivering these services, certain information sharing may be reasonably necessary for operational, educational, pastoral, administrative, finance, property, ICT, compliance, health and safety, or wellbeing purposes.

This operational sharing is distinct from information sharing with affiliated community entities such as the Foundation, Museum Trust, and Old Boys and Girls Associations, where information sharing will generally be more limited, purpose-specific, and undertaken only where appropriate and authorised. Appendix A is intended as a high-level guide to typical information sharing arrangements and does not provide automatic authority to disclose information.

Privacy and Security

Each Party agrees to:

- Comply with the Privacy Act 2020 and legislative requirements
- Take reasonable steps to protect information from unauthorised access, disclosure, misuse, or loss
- Ensure staff, trustees, volunteers, and contractors understand confidentiality obligations
- Immediately notify the Privacy Officer where a privacy breach or security incident may impact shared information

Each Party's own Privacy Policy governs how personal information is collected, managed, disclosed, retained, and protected by that entity.

Access and Disclosure

Personal information received under this Agreement:

- Must only be used for the purpose for which it was shared
- Must not be disclosed to external parties unless authorised or legally required
- Must only be accessible to individuals with an appropriate business or operational need

Each Party's Authorised Representative is responsible for determining who within their organisation is authorised to approve or facilitate information sharing under this Agreement.

Retention and Disposal

Each Party remains responsible for managing, retaining, and disposing of information in accordance with its own legal, operational, and archival obligations.

Review

This Agreement will be reviewed every 3 years by the Parties to ensure it remains appropriate, lawful, and aligned with campus operations. A review may also be initiated if management believes a change is required between review periods.

Appendix A – Information Sharing Matrix

Information Type	STG	WCBOT	WCS	Museum Trust	WCS Foundation	WCS OBGA	STG OBGA
WCS Student personal information		✓	✓	Limited	Limited	Limited	
WCS Parent and caregiver contact information		✓	✓	Limited	Limited	Limited	
STG Student personal information	✓						Limited
STG Parent and caregiver contact information	✓						Limited
WCS Boarding and pastoral care information		✓	✓				
Staff and contractor information	✓	✓	✓	Limited	Limited	Limited	Limited
Health, safety, and welfare information	✓	✓	✓	Limited	Limited	Limited	Limited
Financial and operational information	✓	✓	✓	Limited	Limited	Limited	Limited
ICT, systems, and shared service information	✓	✓	✓	Limited	Limited	Limited	Limited
Governance, compliance, and risk information	✓	✓	✓	✓	✓	✓	✓
WCS Alumni information		Limited	Limited	✓	✓	✓	✓
STG Alumni information	Limited						✓
WCS Donor and fundraising information		Limited	Limited	Limited	✓	Limited	
STG Donor and fundraising information	Limited						✓
Event participation and community engagement information	✓	✓	✓	✓	✓	✓	✓
Historical and archival information	Limited	Limited	Limited	Limited	✓	✓	✓
Marketing and communications information	✓	✓	✓	✓	✓	✓	✓

Key

- ✓ = Information may be shared where reasonably necessary and authorised for the entity's operational or governance function
- Limited = Information may be shared on a restricted or case-by-case basis only.
Personal Information Fields that can be shared:

Student ID Number	Last Name (Legal & Preferred)	First Name (Legal & Preferred)	Gender
Date of Birth	House	Boarding Type	Awards/Achievements
Start Date	Leaving Date	Year Level	Years at School
Parent Names	Parents Address	Parents Email	

- Blank = Information would not normally be shared