

Principles to follow when using data

Follow specific principles when using data

Learners and their whānau benefit when schools, kura, early learning services and kōhanga reo use data to make sure learners receive appropriate learning support when they need it. Data can help to get a big picture of learning support needs across a cluster and inform collaborative work within your cluster and with the Ministry and other services to address those needs. To make sure that the way you use data achieves positive outcomes for learners, there are a number of recognised principles to guide you.

Understand the five principles

The five principles in this guidance document come from the social sector [Data Protection and Use Policy](#). The principles are he tāngata, manaakitanga, mana whakahaere, kaitiakitanga, and mahitahitanga. These principles are interwoven, and together they form a framework to guide you when you collect, store, and use data.

He tāngata is about benefitting learners

The first principle, he tāngata, is about using data to benefit the learner. Along with other principles, he tāngata is about ensuring data is only used to improve outcomes for learners, not to label or exclude them.

In practice, following this principle involves actions such as:

- ensuring everyone has a good understanding of the purpose of collecting and using data
- talking with your cluster about the purpose and advantages of a learning support register
- letting your parent community know how your school delivers learning support and how the register helps learners get the right support at the right time
- reinforcing the teachers' code of conduct and the ethical behaviours required of all teachers
- creating a decision tree to assist respectful, trusted, and transparent decision-making.

Manaakitanga is about upholding learners' mana

The second principle, manaakitanga, is about using data to uphold the mana and dignity of the learner and their whānau, and ensuring their perspectives are included and acted on.

In practice, following this principle involves actions such as:

- capturing the voice, perspective, strengths, and interests of the learner
- finding out about the learner's culture and identity so you can better support their needs
- adopting, understanding, and planning for practices that enact Te Tiriti o Waitangi such as:
 - recognising that data is a taonga
 - involving iwi and Māori in decisions about how data on Māori learners is collected
 - ensuring whānau, hapū, and iwi exercise agency for Māori learners when making decisions that affect them.

Getting ready for the new standardised learning support register

Mana whakahaere is about giving learners choices and access to their own information

Following the principle of mana whakahaere means ensuring learners and whānau are fully informed and wherever possible have genuine choices about how their information is collected, recorded, shared, and used.

In practice, following this principle involves actions such as:

- showing learners the information you have about them and giving them the opportunity to correct it and add their version to the record
- developing draft policies and procedures for the learning support register by asking whānau for their input
- communicating regularly in a clear, audience-appropriate way about how learning support registers are developed and used, who uses them and why
- ensuring learners and whānau understand and are able to exercise the choices they may have around the use of their information
- encouraging and allowing plenty of time for feedback from learners and whānau, and acting on that feedback.

Kaitiakitanga is about protecting and being a steward of data

Kaitiakitanga is about respecting data and making sure it isn't available to people who shouldn't see it. This principle involves recognising you are entrusted as a guardian or steward of data, not the owner. The data on the register belongs to the learner and their whānau and is valuable now and in the future. You must keep data and information safe and secure and respect its value.

In practice, following this principle involves actions such as:

- communicating to people about their data in ways they can understand
- developing clear policies and procedures that reflect the principles of the learning support register including:
 - the purpose, intent, and use of the register in your context
 - the systems for gathering, using, sharing, and storing information including privacy, consent, and choice statements
 - cultural safety practices, such as understanding Māori data sovereignty
 - systems for regularly reviewing the purpose, intent, and use of data as well as how it is stored.

Mahitahitanga is about partnership

Mahitahitanga is about working as equals to create and share valuable knowledge, so that collectively we can improve outcomes for learners. This principle focuses on partnership, collaboration, and cooperation.

In practice, following this principle involves actions such as:

- bringing people together to share information, exchange ideas, grow collective knowledge, and create shared solutions to challenging issues.