

Hauraki School Policy Document

Privacy

Rationale:

The school is required to observe and comply with the Privacy Act 1993.

Purpose:

To promote and protect individual privacy with regard to the collection, storage, use and disclosure of information relating to that individual held by the school.

Guidelines:

- 1) The Board of Trustees and all employees and volunteers are required to comply with the Privacy Act.
- 2) The Board shall appoint a Privacy Officer who will be responsible for ensuring compliance by the school with the privacy principles set out in the Privacy Act and dealing with requests made to the school under the Privacy Act. A process flowchart for "Requests for Personal Information" is outlined in Appendix 1.
- 3) Unless otherwise determined by the Board, the Privacy Officer shall be the Principal.
- 4) The school will obtain appropriate consents for the collection, use and disclosure of personal information.
- 5) The Privacy Officer is to have responsibility on an ongoing basis to ensure that the school's information storage and security procedures are adequate to reasonably safeguard all employer records against loss and unauthorised access, modification or disclosure of personal information.
- 6) The school should recognise its obligation to provide staff members and parents access to personal information held about them/their children upon request, subject to the provisions of the Privacy Act entitling the school to refuse access to personal information.
- 7) Supporting agencies such as the Dental Nurse, RTLB, SES, Public Health Nurse should only have access to information relating to students where there is appropriate cause and reason to do so and in accordance with the provisions of the Privacy Act.
- 8) Teachers often have background information that other adults do not have. When parents and volunteers are assisting with EOTC activities teachers should consider the Privacy Act and only disclose sufficient information to deal with the situation in accordance with the Privacy Act.

Signed: 
BRENDON CLARK

Date: 1/4/19

Chairperson Board of Trustees

Review Date: TERM 1 2022

Related Policies: CCTV

Appendix 1

REQUESTS FOR PERSONAL INFORMATION

