

POLICY: COMMUNICATION OF INFORMATION HELD ON STAFF AND STUDENTS AT ROTORUA LAKES HIGH SCHOOL

Rationale

The gathering and storing of information on people is an essential aspect of the school's operation. The communicating of this information must be governed by the relevant Acts of Parliament, eg. Official Information Act, Privacy Act.

Purposes

1. That information is only communicated to those people with an established right to know.
2. That the privacy of individuals is protected.

Guidelines

1. The Principal will decide who may divulge what information to whom and in what form this information will be communicated.
2. The owners of information must know what information is going to whom or where.
3. Owners of information are entitled to access such information that the school holds through the Official Information Act as it relates to them or their dependants.
4. The school will treat all information relating to individuals as confidential.
5. Information on individuals will only be divulged when life is at risk or there is a danger to the individual's safety. Otherwise information will only be divulged to those with a right to know.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (FEB 2019)

DATE CONFIRMED: 24 FEBRUARY 2016