

POLICY: PRIVACY POLICY

Rationale

The School / Board of Trustees is expected to comply with all general legislation [NAG 6] and be a good employer as identified in the State Sector Act 1988 [NAG 3 ii]. This policy pertains to the Privacy Act 1993.

Background:

The Privacy Act 1993 aims to promote and protect individual privacy by giving individuals some control over their personal information.

At the heart of the Act are twelve Information Privacy Principles which regulate the collection, storage, use and disclosure of personal information and give people the right to access and correct their personal information.

Schools, including Boards of Trustees are ‘agencies’ under the Act and must therefore comply with the information privacy principles. The Act does not prescribe how each and every situation should be dealt with. Instead it sets out guiding principles only.

Purpose

To promote and protect individual privacy.

Procedures

1.1 The Principal’s Secretary is the Privacy Officer for Rotorua Lakes High School

- 1.2 The Privacy Officer will promote and protect individual privacy with regard to:
- a) The collection, use and disclosure of information relating to individuals
 - b) Access by each individual to information relating to that individual, help by the school.

1.3 Procedures within the school must comply with the principles contained in the Privacy Act 1993, which have specific requirements in terms of

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| <ul style="list-style-type: none"> ▪ Purpose of collection of personal information ▪ Source of personal information ▪ Collection of information from subject ▪ Manner of collection of personal information ▪ Storage and security of personal information ▪ Access to personal information | <ul style="list-style-type: none"> ▪ Correction of personal information ▪ Accuracy of personal information ▪ School is not to keep personal information for longer than necessary ▪ Limits on use of personal information ▪ Limit on disclosure of personal information ▪ Unique identifiers |
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- 1.4 The school's responsibilities are for:
- (a) **Collection of Information**
 - Only collect necessary information
 - Collect accurate information

 - (b) **Storage of Information**
 - Hold the information securely to avoid loss of unauthorised use
 - Hold information only for as long as necessary
 - Not attach unique identifiers to an individual unless absolutely necessary

 - (c) **Use of Information**
 - Use information only for the purpose for which it was collected and not to give the information to third parties
 - Make the information accessible to the individual concerned with the potential for correction
- 1.5 All forms which collect personal information should contain information about the purpose, use and disclosure of the information collected. Examples of the types of forms that this will relate to are applications for appointment, student record cards, enrolment information, information about employees and information about students and parents.
- 1.6 Occasionally students have stressful situations in their private life which impact significantly on their learning. When a staff member is made aware of such a situation, and, if the student approves sharing of specified information with appropriate people, such sharing is desirable and complies with the Privacy Act 1993. The exception to the need to seek the student's consent to share information is when there is believed to be a *serious and imminent* risk of harm to or by the student. In this case, no consent to sharing of information with other relevant professionals is required, (eg. care and protection or self-harm situations).
- 1.7 Privacy Officers may recommend to the Board of Trustees, alterations to the current policies within the school.

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

DATE CONFIRMED: 24 FEBRUARY 2016