

## PRIVACY POLICY

### SCOPE

Compliance with this policy is a requirement of the Privacy Act 1993. The policy covers all students and staff.

### This Policy is to be read in conjunction with:

3.3 Protected Disclosures Policy

5.2 Complaints Policy

Privacy in Schools – A guide to the Privacy Act for Principals, teachers and Boards of Trustees (by Kathryn Dalziel © 2009 The Privacy Commissioner)  
<http://www.privacy.org.nz/privacy-in-schools-a-guide-to-the-privacy-act-for-principals-teachers-and-boards-of-trustees/> and select the downloadable PDF file at the bottom of the page.

### OBJECTIVE

To promote and protect individual privacy with regard to:-

- The collection, use and disclosure of information relating to individuals.
- Access by each individual to information relating to that individual held by the school.

### PROCEDURES

All students, teachers and support staff are required to comply with the principles of the Privacy Act 1993 in terms of:-

- Purpose for the collection of personal information
- Source of personal information
- Access to personal information
- Limits of use of personal information
- Accuracy and ability to correct personal information
- Limits on disclosure of personal information

A copy of the Privacy Act 1993 is held in the school office.

In consultation with the Board of Trustees, the Principal will be elected as the Privacy Officer and this will be documented in the minutes of the Board meeting.

Date (Policy Effective from)

19/11/2018

Review Date

Signature

