



6.12 Privacy Policy

Guidelines

1. The principal will act as the Privacy officer. He/ she should be familiar with the twelve principles of the Privacy Act and ensure they are met. These are:
 - The school will only collect information it needs to have;
 - The school will get information from the individual concerned (usually through the parent/ caregiver in the case that the information is concerning their child);
 - The school will tell the individual what they are collecting, why they are collecting it and what it is going to be used for);
 - The school will use lawful and reasonable methods to collect information;
 - Any person has the right to ask the school to correct any information held about him/her;
 - Before using information, the school will take reasonable steps to make sure the information is current, relevant, accurate and not misleading;
 - The school will only retain information for as long as required by archives NZ;
 - The school will only use the information for the purposes intended. The school will have limits on the disclosure of personal information; and
 - The school will have strict rules around the use of personal identification numbers.
2. Staff personnel records will be kept in locked storage. Employees are entitled to access the information contained in their file.
3. Student records are confidential to the student, teacher, their family
4. No information regarding a staff member or student may be passed on to any other person, agency or organisation without the approval of the principal, the staff member or family concerned except where a professional agency has legal rights to that information. In such cases, the staff member or family will be informed.
5. When the school receives unsolicited information, the school will use its best endeavours to check the information for accuracy and relevance before deciding whether to discard or store it.
6. The right to privacy and the rules outlined above also apply to internet, social media and all other digital use.
7. The school will not pass out or post, the contact details of any staff or students without prior agreement from the person concerned.
8. Staff have a right to privacy in their workspace. Parent/ caregivers and other staff must respect the privacy of a teacher's workspace and documents whilst staff are encouraged to work collaboratively and choose to share information with others.
9. The school will be keyed in a manner that gives maximum access to common areas yet provides restricted access to the work areas of other staff.
10. Student privacy is respected by ensuring use of toilets and changing areas is managed and through specific policies for searches and toileting.
11. Staff discussions about students will be managed within school meetings and not in the earshot of other parent/ caregivers or students.
12. All Board discussions about staff or students is most likely required to be in-committee. The Board has specific rules around the management of in-committee process and storage of minutes.
13. Anyone who considers their privacy has been breached may make a complaint, usually to the Privacy Commissioner but unless a serious matter – staff and parent/ caregivers are asked to consider using the school's Concerns and Complaints policy first.

