



Te Kauwhata Primary School

'Learning Together' – 'Kia Ngatahi te Ako'

Privacy Policy

NAG 6: Legislation

Introduction

The Board of Trustees of Te Kauwhata Primary School is required to comply with the Privacy Act 2020 in all aspects for employees, and in its role as the body with the overall responsibility for the running of the school.

Purpose

The purpose of this Privacy Policy is to 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 held by the school.

Policy

In complying with the provisions of the Privacy Act 1993, the Board will appoint at least one Privacy Officer, who will use the [NZ STA Guidelines](#) as a basis for fulfilling this role.

Procedures will be designed to comply with the principles contained in the Privacy Act 1993 which specify requirements in terms of:

- 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
- Correction of personal information
- Accuracy, etc, of personal information to be checked before use
- School not to keep personal information for longer than necessary
- Limits on use of personal information
- Limits on disclosure of personal information

Unique identifiers

Privacy Officer Principal: Brian Martin

Procedures for Privacy Policy

General Principles

- 1 Neither the Board or a member of the Board of Trustees or any employee shall disclose to any other party or agency, information about pupils or employees. Such information includes, but is not restricted to, names, addresses, contact numbers, achievement or medical matters.
- 2 If any Board of Trustee member or employee receives such a request they should refer to the Principal.
- 3 Information will only be disclosed by those delegated the authority by the Principal to do so, providing
 - the disclosure is agreed to by the "party".
 - the disclosure is specific to the purpose of the request.

Those delegated are:-

- a) Office Manager; contact numbers, address, medical conditions, Caregiver status.
- b) S.M.T. as above plus academic / behavioural / social factors.
- 4 Any employee (or Caregiver) who has a concern, issue or request re Privacy Matters should refer to the Principal.
- 5 Certain agencies have the right to access information. They will provide proof of identity and written confirmation of their right to the information and conditions under which it may be obtained. All of these agencies will work via the Principal.
eg CYFS, Attendance Officer, Special Education, I.R.D.

Collection of Information

When personal information is requested by the school all hard copy, forms or files used to collect the information will contain a statement outlining the purpose use and disclosure circumstances of the information collected. Examples of the types of forms this will relate to are: applications for appointment; student record profiles; enrolment information, information about employees; and information about Parents and pupils.

Storage and Security

- 1 Personnel files will be stored digitally or safely secured in the Principals office
- 2 Student and **Whānau** information is stored electronically and guarded by a password.
- 3 Hard copy files re students are stored in teachers personal secure cupboards.

Access to Information

- 1 Caregivers may access any information we hold about themselves or their children. Any such requests should be referred to the Principal in the first instance.
- 2 Employees may request access to information held by the school relevant to them. Please make any requests to the Principal.
- 3 All such information we hold is identified by way of name not unique identifier.

If in doubt over any Privacy or information-sharing situation see the Principal (Privacy Officer). A set of guidelines to assist the Privacy Officer is available. (Refer to, Privacy Act 2020; Search students and confiscation – General guidance on good practices, MOE, August 2011)

Approved by Board _____
Chairperson – signed for Board of Trustees Date

Revised: _____
Chairperson – signed for Board of Trustees Date