

WAIKOWHAI INTERMEDIATE SCHOOL PRIVACY POLICY

Purpose

The School is required to comply with the provisions of the Privacy Act 1993 (“the Act”) with respect to the collection, use, and disclosure of, and access to personal information relating to its employees and students.

Policy

Without limiting the exclusions and extensions in the Act, the following basic procedure shall apply:

1. Pursuant to s23 of the Act the Board of Trustees will appoint two Privacy Officers being the Principal and the Deputy Principal whose responsibilities include ensuring compliance with the Act.
2. Personal information will be sought and collected only where it is connected with that person’s employment by the School, or with their education by the School.
3. All personal information shall be collected directly from the individual concerned or through their parent or guardian unless noncompliance with this requirement does not prejudice the interests of the person concerned.
4. Where personal information is collected directly from an individual, that person or their parent or guardian shall be made aware of the fact and of the purpose for which it is sought unless noncompliance with this requirement does not prejudice the interests of the person concerned.
5. Personal information shall not be collected in a manner that is unlawful, or unfair, or that intrudes to an unreasonable extent upon the personal affairs of the person concerned.
6. The School shall have appropriate measures in place that ensures personal information is kept secure or safe against loss, or unauthorized access, use, modification, disclosure or any other misuse.
7. The School shall ensure that an individual can have access to any of their personal information unless (by reference to the Act and in particular s29) there is some good reason to refuse such access.
8. The School shall ensure any individual may request a correction of any personal information held about themselves or, may request that there be attached to that information a statement of the correction sought but not made.

9. The School shall take such measures as are reasonable in all the circumstances to ensure that all personal information held is accurate, up to date, and is relevant and not misleading.
10. The School shall not retain personal information for longer than is required.
11. The School shall ensure that personal information obtained in connection with one purpose is not used for an other unless it is believed on reasonable grounds that the purpose for which that information is to be used is directly related to the purpose for which it was obtained, or that the use for that other purpose is necessary to prevent a threat to that persons life or health.
12. The School shall not disclose any personal information on one person to any other person or entity unless it is believed on reasonable grounds that that disclosure is one of the purposes in connection with which the information was obtained or is directly related to that purpose.
13. The School shall only assign an individual a unique identifier where that identifier is necessary to enable the School to carry out one or more of its functions efficiently.

Passed by the Board of Trustees: _____

Chairperson: _____

Signature: _____

Review Date: _____