

**SUBJECT:** Privacy

**AREA:** Personnel

**PURPOSE:**

To promote and protect individual privacy in regard to collection, use and disclosure of information relating to individuals and the access by each individual to information relating to that individual held by the school.

**GUIDELINES:**

1. The Board will use the Information Privacy Principles as the basis for its procedures but will take into account the stated exceptions to these principles, should the need arise.

**PROCEDURES:**

1. The Board will appoint a privacy officer under the provisions of the Privacy Act and make available guidance and training to ensure the role is effectively carried out.

2. Information collected must be for the necessary and lawful purposes of the school.

3. Information collected should be gathered from the individual concerned.

4. When collecting information the person from whom it is being collected must be aware that information has been collected, the purpose for which it is collected, who will see the information, and where it will be stored. The informant should also be aware of whether they are required to supply the information, whether there are any consequences of not supplying the information, and the rights of access in correction of the information.

5. No information will be collected by unlawful or unfair means and any collection of information will not unreasonably intrude upon a person's personal affairs.

6. Where information is to be stored the school ensures that information is reasonably protected against any loss or unauthorised access or use.

7. Where information is held about a person, that person has the right to ask if information is held, and to have access to the information.

8. A person about whom information is being held has the right to correct any of the information held. Where the school does not agree with the correction, the person has the right to have a statement of the required corrections placed with the original information.

9. The school cannot use personal information without first checking that the information that it holds is current, relevant, complete, accurate and not in any way misleading.

10. Personal information will not be held for longer than is necessary.

11. The school cannot use information obtained for one purpose for another purpose.

12. The school will not release information held to a third party, except in a case of specified exception.

13. The school will not apply a unique identifier to a person about whom information is held i.e.( the school cannot use the same number as another agency )

14. The privacy officer will circulate this policy to all staff twice a year.