



PRIVACY OF PERSONAL INFORMATION POLICY

AIM

To promote and protect individual privacy in accordance with the Privacy Act 1993.

GUIDELINES

1. Within our school confidential information is required to carry out our lawful activities especially in the areas of staff recruitment and student records. Because we need this information it is our responsibility to ensure that the information is used and stored appropriately.
2. The 'BOT, Staff and PTA' (hereafter known as we) when in possession of personal information will, at all times, act with integrity and in compliance with the principles of the Act.
3. The key principles of the Act as they impact on our School activities are summarised in the Appendix to this policy.
4. The BOT will appoint a Privacy Officer whose roles are to:
 - encourage compliance with the principles of the Act
 - deal with information privacy requests
 - work with the Privacy Commissioner on any investigations

This appointment will be reviewed annually

5. Sensitive issues shall be dealt with at a suitable venue, with the public excluded 'In Committee' according to the statutory requirements of Section 48 of the Local Government Official Information and Meetings Act 1987.

Meetings Act 1987

- a. A resolution to exclude the public from the proceedings from the whole or relevant part of any meeting shall be on grounds under Section 9 of the Official Information Act 1982, for example, to protect the privacy of individuals.
- b. The resolution to exclude the public must be moved and seconded at a time when the meeting is open to the public, and the resolution is required to be in the form specified in Schedule 2A of the Local Government Official Information and Meetings Act. The text of the resolution, including the reason for excluding the public, must form part of the minutes of the meeting.
- c. When meeting 'In Committee' the Board can decide if Notes or Minutes are taken of the proceedings. If Notes or Minutes are taken these are confidential and shall not be recorded in the minutes of the meeting which are available to the public.
- d. If a member of the public requests a copy of the Notes or Minutes recorded of the proceedings of a meeting or part of a meeting held 'In Committee', then that request shall be deemed to be a request for official information made under Part 2 of the Official Information Act 1982 and shall be dealt with accordingly (Section 51 (3) of the Local Government Official Information and Meetings Act).



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6.27 Key Principles of the Privacy Act 1993 as it impacts on our School.

APPENDIX

Principle 1 - Purpose of Collection of Personal Information:

Personal information shall not be collected unless it is needed for a lawful purpose connected with a function or activity of the School.

Principle 2 - What is Personal Information?

Personal information shall be collected directly from the individual concerned.

Exceptions

This principle need not be complied with if we believe on reasonable grounds that:

- the individual concerned authorises collection of the information from someone else: or
- compliance is not reasonably practicable in the circumstances of the particular case: or
- the information will not be used or published in a form in which the individual concerned is identified.

Principle 3 - Collection of Information from Subject

When collecting personal information we must ensure that the person or, in the case of students, their parent/caregiver knows in advance;

- that the information is being collected; and
- why it is being collected; and
- who will receive and hold the information; and the consequences (if any) for the individual if all or any part of the requested information is not provided; and
- the person's right to have access to, and request correction of, any personal information.

Exceptions

This principle need not be complied with if we believe on reasonable grounds that:

- compliance is not reasonably practicable in the circumstances of the particular case; or
- the information will not be used or published in a form in which the individual concerned is identified.

Principle 4 - Manner of Collection of Personal Information

Personal information shall not be collected unlawfully or unfairly; or by means that intrude unreasonably on the personal affairs of an individual.

Principle 5 - Storage and Security of Personal Information

We shall ensure that the personal information we hold is protected by reasonable security safeguards against loss; unauthorised access, use, modifications or disclosure; or misuse.



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Principle 6 - Access to Personal Information

Where personal information is readily retrievable, the individuals concerned are entitled to know whether we hold such personal information and, if so, to have access to that information.

Principle 7 - Correction of Personal Information

Where we hold personal information, the individual concerned is entitled to request correction of the information and, if that correction is not made, to request that there be attached to the information a statement of the correction sought but not made.

Principle 8 - Accuracy etc of Personal Information to be checked before use.

We shall not use personal information we hold without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date, complete, relevant, and not misleading.

Principle 9 - Agency not to keep Personal Information for longer than necessary.

We shall not keep personal information for longer than is required for the purposes for which the information may lawfully be used.

Principle 10 - Limits on use of Personal Information

Personal Information we obtain in connection with one purpose shall not be used for any other purpose.

Principle 11 - Limits on Disclosure of Personal Information

Personal Information should not be disclosed to other persons or organisations without good reason.

Principle 12 - Unique Identifiers

Unique identifiers eg code numbers are not to be assigned to individuals unless that is necessary to enable us to carry out our functions efficiently

Signed:



BOT Chairperson

Date: 10/9/19