



POLICY: Rangitikei College Board of Trustees

Privacy of Information Policy

Rationale

Schools rely on information about people. The moment a school collects information about a student, or a student's family, there may be issues about the way the information is collected, how it is stored, how it is used and how it is disclosed. Good information handling is a foundation stone of the trust that needs to exist between everyone who participates in the life of the school.

This policy is to establish good practice and ensure compliance with the Privacy Act in regards to the:

- collection of personal information;
- storage of personal information;
- use of personal information;
- disclosure of personal information; and
- access to and correction of personal information

Unless otherwise specified, this policy applies to all students, employees and voluntary workers of the school.

Guidelines

1. Privacy principles:

The foundation of this policy is the Privacy Act 1993, and the twelve principles within it. In summary, these principles are:

- a. Only collect personal information that is really needed;
- b. Get personal information directly from the person where possible;
- c. Be open with people about what is going to be done with the personal information;
- d. Be fair about how the personal information is gathered;
- e. Keep the personal information secure;
- f. Let a person see information about themselves if they want to;
- g. Correct the information if the person shows it to be wrong;
- h. Take care that the personal information is accurate before using it;
- i. Dispose of the personal information when it is no longer needed;
- j. Use personal information only for the purpose for which it was gathered;
- k. Only disclose personal information if there is a good reason to do so;
- l. Only use 'unique identifiers' where this is clearly allowed.

2. Personal information should be thought of as any information about a person that has their identity attached or that makes them identifiable. This ranges from the obvious name, address and phone numbers, right through to reports written about an individual, pastoral care records, or achievement data.
3. When responding to requests under the Official Information Act, the Principal must ensure that these principles are adhered to unless there are strong reasons to do otherwise. In such a case external advice would be expected to be sought.
4. The Principal is responsible for appointing a Privacy Officer, and to clearly define the expectations of this role.
5. The school recognises the professional obligation of the School Counsellor and other health workers working within the school to uphold confidentiality and does not expect them to offer a service that requires them to breach confidentiality. However it is recognised that there are times when a counsellor or health worker may share information without breaching confidentiality.
6. Signage is to be installed indicating the operation of security cameras. It should also develop procedures regarding the appropriate use and storage of footage gained.
7. If Police or other government agencies seek information, the Principal will determine the legitimacy of the request or seek outside advice before releasing the information. If the Police have a search warrant in which a Court has ordered release of information, then the school will comply with the terms of the search warrant.
8. The school will seek permission before using publicity photographs of clearly identified students.

Chairperson:



Date: 28.6.21

Next review date: June 2024

ASSOCIATED PROCEDURES AND DOCUMENTS:

1. Procedure – Appointment and role of Privacy Officer
2. Guidelines – 12 Privacy Principles
3. *Privacy in Schools: A guide to the Privacy Act for principals, teachers and Boards of Trustees.* Office of the Privacy Commissioner 2009
4. *Privacy at Work – a guide to the Privacy Act for employers and employees,* Office of the Privacy Commissioner, 2008, Wellington.
5. *NZSTA Guidelines to the Privacy Act, 2009*

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)