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## INDIVIDUAL PRIVACY POLICY

### 1 Rationale

- 1.1 The Board of Trustees will endeavour to promote and implement the intent of the Privacy Act “to protect and promote individual privacy.” Refer to ‘Privacy Act 1993’, <http://www.legislation.govt.nz/act>

### 2 Purpose

- 2.1 To ensure the maintenance of privacy (in relation to school matters) for students, parents/caregivers and staff.
- 2.2 To provide guidelines and procedures to follow in relation to privacy issues.

### 3 Guidelines and Procedures

The Privacy Principles are at the core of the Privacy Act. They set out the rules (and exceptions to those rules) about the collection, storage, use, access to and disclosure of personal information by agencies. In this context, the term “agencies” includes any person or body of persons with certain limited exceptions.

The principles are set out in full at section 6 of the Privacy Act.

In summary, the 12 Information Privacy Principles deal with:

- Principle 1** Collecting personal information for a lawful and necessary purpose.
- Principle 2** Collecting personal information directly from the individual concerned, with certain exceptions.
- Principle 3** Providing full information regarding reasons of query to the individual from whom the information is being collected.
- Principle 4** Collecting personal information in a lawful, fair and reasonable manner.
- Principle 5** Securely storing personal information.
- Principle 6** Ensuring individuals can exercise their right, with certain exceptions, to access personal information held by an agency about them.
- Principle 7** Ensuring individuals can exercise their right, with a certain exceptions, to

request personal information held about them.

**Principle 8** An agency checking the accuracy of personal information they hold before use.

**Principle 9** An agency holding personal information for no longer than necessary.

**Principle 10** Placing limits on the use of personal information.

**Principle 11** Placing limits on the disclosure of personal information.

**Principle 12** Assigning a unique identifier to an individual.

Some of the provisions in the Privacy Act may be over-ridden by specific provisions in other legislation such as the Vulnerable Children's Act 2014 which either authorise or require information to be made available or prohibit or restrict the availability of information, or regulate the manner in which it may be made available.

*Further information about the Privacy Act 1993 and how it relates to other legislation, such as the Official Information Act 1982, of particular relevance to the health, education and welfare sectors can be found in the booklet The Privacy Act 1993 (December 1996).*

#### 4 Conclusion

4.1 The 'Privacy Act' will be followed at Patricia Avenue School in order to protect the interests of our students, parents/caregivers and staff.

CHAIRPERSON .....

*Abidais*

PRINCIPAL .....

*C. Neil*

DATE .....

*30/03/2017*