



## **MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY**

### **PRIVACY**

#### **Rationale**

The Board of Trustees is required to ensure the School and Kindergarten comply with the provisions of the Privacy Act 1993, in all aspects as they relate to employees and students.

#### **Guidelines**

1. Michael Park School and Kindergarten will follow the provisions of the Privacy Act 1993 through promoting and protecting individual privacy with regard to:
  - a. Collection, use and disclosure of information relating to individuals
  - b. Access by each individual to information relating to that person held by the school
2. The Board of Trustees will appoint a Privacy Officer
3. The Board in consultation with the Principal and Privacy Officer will develop and implement procedures to assist the School and Kindergarten in the task of ensuring that there is full adherence to the twelve principles<sup>1</sup> contained in the Act with regard to:
  - a. Only collecting information the school needs to have
  - b. Obtaining information from the subject / individual concerned
  - c. Providing full information to the subject / individual concerned
  - d. Sourcing information through lawful, fair and reasonable methods
  - e. Sorting and transmitting information securely
  - f. Giving people access to their information
  - g. Dealing with incorrect personal information
  - h. Checking for accuracy before use of information
  - i. Retention of information
  - j. Limits on use of personal information
  - k. Limits on disclosure of personal information
  - l. Use of personal identification numbers
4. Requests for personal information will be processed within 20 working days in accordance with requirements of the Act.
5. The Board acknowledges the right of individuals to change information that is held about them if it is shown that the information on file is incorrect.
6. Personal information will not be passed on to another source without the prior permission of the individual concerned. The Board acknowledges there are exceptions to this principle and will observe the disclosure requirements in laws that over-ride the Privacy Act. (Principle 11)
7. Forms used for the collection of personal information will include a statement to individuals regarding the collection, storage, uses of information and individuals' access to information:
  - a. *This information is gathered for the purposes of furthering the education of your child and it will be used to inform decision making within the school and kindergarten.*

*Some of this data may, from time to time, be required by the Ministry of Education for statistical purposes and in such instances individual students are not identified. You have the right to alter, amend, and view any of the information you have provided at any time while your child is enrolled at Michael Park and if you wish to obtain copies of information held by the school at any later stage you may request these from the school under the Official Information Act 1985.*

8. The School and Kindergarten will implement procedures covering the recording of school activities through digital or other media including the requirement that consent is obtained before such images are digitally reproduced, uploaded or printed in the public domain.
9. The School and Kindergarten will implement procedures to ensure that student records and other confidential information is securely stored. This includes taking appropriate cyber security measures to prevent such information from being hacked.
10. Where the School or Kindergarten believe that an individual's privacy has been breached or where they take any action that may be considered a breach of privacy, they will advise the individual concerned of their right to make a complaint to the Privacy Commissioner.

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 27/06/2016

**Legislation:**

Official Information Act 1982  
Education Act, 1990  
Education Amendment Act, 1993  
Privacy Act 1993  
Public Records Act 2005

**See Appendices:**

Privacy Officer Job Description  
Privacy Procedure

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<sup>i</sup> Privacy Commissioner (2009), Privacy in Schools. Published by the Office of the privacy Commissioner.