



## Policy Statement Privacy

### Purpose

To ensure compliance with the Privacy Act 1993 in relation to the collection, storage, access and use of personal information about staff, students and their families or caregivers.

### Guidelines

1. In all aspects of gathering all relevant information, storage, access and use and disposal of personal information the procedures of the School shall comply with all relevant legislative and regulatory requirements.
2. The Management Team will have in place procedures that clearly spell out the School's position regarding information collected and held relating to staff and both day and boarding students and their families/caregivers. These procedures will reflect the Rangi Ruru philosophy of a School/parent partnership and this will apply to all staff.
3. The Business Manager will be the School appointed Privacy Officer.
4. All personal information whether electronic or hard copy will be maintained in a secure manner. Best practice will be followed in terms of security, backup and access.
5. The School may use the private information it acquires and collects in the following ways:
  - The School may publish assessment results
  - The School may celebrate the successes of its students present and past, by publishing their work, awards and names.
  - The School will publish a parent directory each year.
  - The School may use information gathered about the family/caregiver or any other party that pays the fees for the purposes of credit checking and debt collection.
  - The School will annually seek authorisation to publish images of a student.
6. The following Procedures will also apply:
  - Where the School becomes aware of information of a nature that affects the student's performance within the School or their or another individual's wellbeing then, at the discretion of the Principal or her nominated representative, that information may be disclosed to the family/caregiver of that student.
  - Information held by a health professional employed by the School shall be managed in terms of the Privacy Health Code of Practice.

- Where the health professional becomes aware of information that puts the student's or another's wellbeing seriously at risk then that information may be disclosed to the student's family/caregiver at the discretion of the health professional.
- Where the health professional becomes aware of information regarding a staff member that raises doubts about the staff member's competency or potentially their employment. The health professional will advise the staff member that this issue will be reported to the Principal and will refer the staff member to another health professional outside the school.
- Information regarding a student's wellbeing and performance will be distributed as necessary amongst those staff requiring the information. Staff will be advised of its confidentiality.
- The school may disclose information held by it where the disclosure of the information is necessary to prevent or lessen a serious threat to public health or public safety; or the life or health of the individual concerned or another individual.
- The school may report to Child Youth and Family or the NZ Police that any child or young person (whether a student at the school or otherwise) has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived. The Student Protection Procedure outlines the steps to be taken in these situations.

7. Disposal of Personal Information

The management team will have in place procedures for the confidential destruction or disposal of private information in line with any legislative or regulatory requirements about record retention.

**Reviewed:** June 2015

**Reviewed by:** Finance & Audit