



Rationale:

The school must comply with the Privacy Act 1993.

Purpose:

This policy provides guidelines which support the school's obligation to comply with the Privacy Act 1993.

Definitions:

IPP means Information Privacy Principle

CCTV means Close Circuit Televisions

Scope:

This policy applies to all staff and board members.

Guidelines:

1. Privacy officers

The Principal and Executive Officer will act as Privacy Officers. Privacy Officers will:

- Encourage compliance with Information Privacy Principles [IPPs].
- Act upon requests for access to personal information, pursuant to the Act
- Conduct in-school investigations carried out pursuant to the Act.
- Prepare an in-house education programme.
- Review documentation for collection of personal information.
- Ensure restricted access to the computer database that contains personal information

References or Sources:

1. Privacy Act 1993
2. <http://privacy.org.nz/information-privacy-principles>
3. Privacy in Schools – a guide to the Privacy Act for Principals, teachers and BoTs

Review details:

Version No	Action	Date
3	Reviewed KIR, NEE	May 2007
3	Ratified by BoT	May 2007
4	Reviewed by KIR, NEE	Mar 2010
4	Approved by SMT	Mar 2010
4	Ratified by BoT	Mar 2010
5	Reviewed by BoT	Sept 2011
5	Ratified by BoT	Sept 2011
6	Reviewed by BoT	Nov 2012
6	Ratified by BoT	Nov 2012
7	Reviewed by SMT	Oct 2013
7	Ratified by BoT	Nov 2013
8	Reviewed by	Nov 2016
8	Ratified by BoT	Nov 2016
Review cycle: 3 years		Due for Review: Nov 2019

Management Contact:

Principal or Executive Officer