



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:

Review Date	Reviewed by
Nov 2019	SMK
Review cycle: 3 years	Due date for Review: Nov 2022

Management Contact:

Principal or Executive Officer