



PRIVACY POLICY

June 2020

RATIONALE

The Long Bay College Board of Trustees is required to comply with the Privacy Act 1993 in the collection, use and disclosure of information.

PURPOSE

1. To promote and protect individual privacy with regard to:
 - a. The collection, use and disclosure of information relating to individuals.
 - b. Access by each individual to information relating to that individual being held by the school.
2. To ensure that the principles of the Privacy Act are publicised and observed in all aspects of school life.

DEFINITIONS

“Personal information” means information about an identifiable living individual.

GUIDELINES

1. The Privacy Act is subject to all other legislation. In particular,
 - a. Section 77 of the Education Act 1989 obliges Principals to inform a student’s whanau, parents or caregivers of any matter that they believe is preventing or slowing the student’s progress or harming their relationship with teachers or other students.
 - b. The Official Information Act 1982 allows for personal information held by Long Bay College to be disclosed if, in the circumstances of the particular case, the necessity of withholding the information on the grounds of protecting privacy is outweighed by other considerations that render it desirable, in the public interest, to make the information available.
2. In making decisions about the collection, storage, use and disclosure of personal information staff are to be guided by the 12 information privacy principles (Privacy Act 1993):
 - a. Information and data will be collected in a manner that is fair and does not intrude to an unreasonable extent upon the personal affairs of the individual concerned. Reasonable steps will be taken to ensure that the personal information is up to date, complete and relevant.
 - b. All information collected will be used only for the specific purpose for which it was collected.
 - i. Personal information about individual students will not be discussed with persons outside the school staff unless that person is a parent or legal guardian, or there are reasonable grounds to believe that the information is necessary to maintain law and order or to protect the well-being of the student.

- ii. Personal information about individual staff members will be disclosed only to those persons reasonably involved in the appointment, promotion or discipline of that staff member.
 - iii. When making appointments applicants will be told that information they provide, or that may be collected, will be confidential to the school. Outside sources of information will be advised that any information collected will be treated confidentially.
 - c. Information of a personal nature will be stored in such a way as to guard against loss and unauthorised access. Information will not be kept for longer than is necessary.
 - d. Staff may not take personally identifiable information regarding other staff or students off school premises in a publicly accessible format, unless required for a specific purpose, e.g. school trip contact information and marking and/or reporting on academic work.
 - i. Wherever possible, such information should be remotely accessed.
 - ii. Any information removed in hard copy format must be returned to the school or destroyed when no longer required.
3. Access to personal information is to be requested in advance. The request must be made in writing or by an oral request. Such requests will be treated as Official Information requests and will governed by the legislation.
4. The Privacy Officer at Long Bay College will be a Deputy Principal appointed by the Principal. The Privacy Officer has responsibility for:
 - a. Providing professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy and privacy principles,
 - b. Ensuring that all students and parents/whanau/caregivers are made aware of what information is being collected, for what purpose, and why and how it will be stored,
 - c. Ensuring that all personal information is kept in a secure manner with access restricted to sensitive material,
 - d. Auditing Long Bay College policy and practice on a triennial basis, and
 - e. Informing the Principal as soon as possible regarding any breach of the Act and policy/procedures.
5. Concerns/complaints about privacy issues, and questions about privacy policies and practice, or requests to access information should be raised, in the first instance, with the Privacy Officer.

RELATED POLICIES AND AGREEMENTS

- [Images Policy](#)
- [Respectful School Policy](#)
- Staff ICT agreement
- Student ICT agreement
- Enrolment form

DOCUMENTATION

- [Education Act 1989](#)
- [Official Information Act 1982](#)
- [Privacy Act 1993](#)
- [Privacy in schools: A guide to the Privacy Act for principals, teachers and boards of trustees](#)
- [NZSTA Guidelines for Boards of Trustees – Privacy Act 1993](#)
- netsfe.org.nz – Privacy Act

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
New	2 June 2020	30 June 2020	Kevin de Jong, Chairperson