

Policy

Privacy

Rationale

1. The Privacy Act (1993) seeks to promote and protect individual privacy
2. The school is defined as an agency under the Act and is therefore responsible for complying with its principles regarding the collection, storage and use of personal information, except where the provisions of the Education Act (1989) over ride them.

Purposes

1. To collect only such information as is necessary for the lawful purpose of the school.
2. To ensure stored information is accurate and current.
3. To make parents, students and staff aware what information is being collected, for what purpose and for whom.
4. To ensure that information stored is reasonably protected against any loss or unauthorised access or use.
5. To allow for staff and students access to information about themselves unless there are legitimate grounds for refusal.
6. To ensure information about an individual is not released to a third party without authorisation unless it is needed for the maintenance of law, public health or safety.

Guidelines

1. The Executive Officer is the appointed Privacy Officer ensuring compliance with the principles of the Act and to receive requests for personal information.
2. Documents such as enrolment and job application forms will not ask for unnecessary personal information.
3. All documents requesting information will contain a statement about the purposes for which the information will be used
4. All private information will be stored in such a way that it is inaccessible for unauthorised users.
5. Access to certain categories of sensitive information on the database will be restricted
6. All staff (including support staff) and volunteers will sign a privacy declaration.
7. The Privacy Officer will receive requests from students, parents or staff for disclosure of information held about them.
8. The exceptions to disclosure outlined in Section 29 of the Privacy Act 1993 will apply
9. Staff, students and parents will have the right to request the correction or amendment of information held about them.

10. Where a third party requests information this will be provided only if the individual authorises it or it is required by statute.
11. Student record envelopes will be kept for six years after the student leaves and then be destroyed
12. Class registers are to be kept in perpetuity.
13. Staff records will be kept seven years after the staff member leaves and then be destroyed.
14. The data base will be updated annually and information relating to leavers deleted in March each year
15. Information obtained for one purpose will not be used for another.

Adopted: 27 July 2006

Reviewed: 11 October 2007

Privacy Declaration

I hereby undertake to comply with the provisions of the Privacy Act (1993)

In particular I will:

1. Maintain the utmost confidentiality
2. Ensure any written personal information in my possession is not accessible to unauthorised persons
3. Refrain from soliciting information about students except for the lawful purposes of the school.

Signed: _____

Title: _____

Date: _____