

# SUNNYBRAE NORMAL SCHOOL

## PRIVACY POLICY

Adopted by BoT 23 August 1994

Reviewed on a 4-yearly cycle – last review August 2015

### **Rationale**

A school is obliged under the Education Act (1989), the Health and Safety in Employment Act (1992), and the Employment Relations Act (2000) to collect specific information. The collection, storage and use of this information will be done in accordance with the Privacy Act (1993) and Official Information Act (1982) regulations.

### **Guidelines**

1. Personal information may be collected only for a lawful purpose connected with a function or activity of our school, and only if necessary for that purpose.
2. Such information must, as a general rule, be collected directly from the employee concerned (or parents on behalf of children), and the employee (and parents) told why the information is needed.
3. All employees, parents and students have a right to see information collected about them and to seek a correction if they consider the information is wrong. The school reserves the right to withhold some material from students. A file note about a requested correction can be made, rather than complying with the request, if this seems more appropriate.
4. We will comply with the Information Privacy Principles (Appendix I) in relation to the collection, storage and use of personal data at Sunnybrae Normal School.

### **Procedures**

1. Two Privacy Officers will be appointed: (1 - the Office Manager and 2 - the Deputy Principal). The role of the Privacy Officer is to:
  - a. Encourage compliance with the Information Privacy Principles.
  - b. Deal with requests made to the school under the Privacy Act.
  - c. Work with the Commissioner in investigations under the Act.
  - d. Ensure compliance with the Act.
2. All staff will have a copy of the Information Privacy Principles.
3. The school will encourage its employees to access appropriate information regarding the Privacy Principles and will assist them in this – refer to Privacy in Schools guide issued by the Privacy Commissioner 2009 (available on Privacy Commissioner's website).
4. Application forms will be adopted which conform to the Privacy Act (1993) and the Human Rights Act (1993).
5. Employee and student files are the property of the School.

BoT Chairperson: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_