

# Long Bay Primary School

## Privacy Policy

NAG 6



### Rationale

The Privacy Act grants everyone the right to privacy of information concerning themselves. The Board is bound to uphold that right by putting in place guidelines and procedures to comply with the legislation on privacy.

### Purpose

To promote and protect the privacy of individual students, staff, parents and all others in the collection, use and disclosure of information about them, and to ensure that all persons have access to information relating to themselves that is held by the school.

### Privacy Officer

1. The Principal will be the Privacy Officer for the school. The Privacy Officer will:
  - 1.1 Regularly review information held relating to individuals
  - 1.2 Ensure compliance with the guidelines with regard to the information collected after 1 July 1993.
  - 1.3 Deal with all requests for information from other agencies.
  - 1.4 Liaise with the Privacy Commissioner should there be a complaint

### Guidelines

- 1 Purpose Of Collection Of Personal Information**
  - 1.1 Personal information will be collected only for a purpose connected with the function of the school, and only when it is necessary to have this information.
- 2 Source Of Personal Information**
  - 2.1 As far as is practicable, personal information will be collected from the individual concerned unless it is publicly available from elsewhere or the person's interest are not prejudiced when collected from elsewhere.
- 3 Collection of information from individuals**
  - 3.1 When collecting personal information from an individual, reasonable steps will be taken to ensure that the person is aware of:
    - 3.1.1 the fact that information is being collected and the purpose of the collection
    - 3.1.2 the intended recipients of the information
    - 3.1.3 the consequences of refusing to provide the information
    - 3.1.4 the right of access to and correction of personal information.
- 4 Manner of collection of personal information**
  - 4.1 Personal information will not be collected by unlawful, unfair or unreasonably intrusive means.

**5 Storage and security of personal information**

5.1 Reasonable steps will be taken to ensure that all personal information is protected against loss, unauthorised access and misuse.  
As a general rule information about any person is not given to a third party without the person’s knowledge.

**6 Access to personal information**

6.1 Parents/legal guardian(s) are entitled to access information about their children.

7 The school takes reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.

8 Information will only be used for the purpose for which, it was obtained except in certain circumstances; for example:

8.1 for statistical purposes where a person’s identity is not disclosed; or

8.2 to prevent or lessen a serious and imminent threat to public health or safety or the life or health of the individual concerned

9 Information is kept only for as long as it is needed for the purpose for which it was obtained.

10 Any person who feels that their privacy or their dependent’s privacy has been breached, should inform the Privacy Officer who will undertake a thorough investigation of the allegation and report back to the person as soon as possible. If it is not felt appropriate to inform the Privacy Officer, the complainant should inform the Chairperson of the Board of Trustees.

11 Any discussions regarding individual students and staff must be done excluding the public at a Board of Trustees meeting.

**Approval**

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

<b>DATE:</b> 2011 <b>Next Review:</b> 2014	<b>APPROVED BY:</b>	
	<b>PRINCIPAL</b>	<b>CHAIRPERSON</b>