

OUR LADY OF THE SACRED HEART SCHOOL

PRIVACY POLICY

POLICY

The Board of Trustees of Our Lady of the Sacred Heart School is an “agency” for the purposes of the Privacy Act 1993 and shall comply with all aspects of the Act as it relates to personal information concerning employees, students and families.

PURPOSE

1. The purpose of this Privacy Policy is to promote and protect individual privacy with regard to:
 - a. the collection, use and disclosure of information relating to individuals; and
 - b. access by each individual to information relating to that individual held by the school.

GUIDELINES

1. In complying with the provisions of the Privacy Act 1993, the Board will appoint a Privacy Officer at the beginning of each three year term. Guidelines, developed by the Board, are filed in the Privacy Folder which is kept in the Principal's Office. These Guidelines assist the Privacy Officer in his/her task of ensuring that Board members and Staff adhere to the principles contained in the Act in all aspects of their work.
2. The procedures have been designed to comply with the Information Privacy Principles contained in section 6 of the Privacy Act 1993 specify requirements in terms of:
 - a. Purpose of collection of personal information
 - b. Source of personal information
 - c. Collection of information from a person
 - d. Manner of collection of personal information
 - e. Storage and security of personal information
 - f. Access to personal information
 - g. Correction of personal information
 - h. Accuracy etc. of personal information to be checked before use
 - i. Agency not to keep personal information for longer than is necessary
 - j. Limits on use of personal information
 - k. Limits on disclosure of personal information
 - l. Unique identifiers
3. Reference material concerning the Privacy Act available from the NZSTA includes the NZSTA *Trustee Handbook* and *Guidelines to Boards of Trustees: Privacy Act 1993 (Sep 2009; [www.nzsta.org.nz/media/nzsta/5.0 Board as employer/5.4 Employment legislation/Privacy Act 1993 – s.pdf](http://www.nzsta.org.nz/media/nzsta/5.0%20Board%20as%20employer/5.4%20Employment%20legislation/Privacy%20Act%201993%20-%20s.pdf))*.
4. Before collecting any personal information (including information in applications for appointments, student record cards, enrolment information, information about employees, pupils and parents) the person giving the information shall:
 - a. Be advised of the matters in Information Privacy Principle 3(1); and

- b. Be requested to sign the appropriate release form. (Refer Guidelines held in Privacy Folder)

Adopted as Policy 17 August 1994
Reviewed 17 September 1997
Reviewed 18 July 2001
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Reviewed 16 September 2009
Reviewed 25 April 2012

CHAIRPERSON

SECRETARY