

POLICY

PRIVACY

RATIONALE

The Board of Trustees is required to comply with the Privacy Act 1993 in all aspects for employees and in its role as the body with the overall responsibility for running the school.

PURPOSES

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.
- b) Access by each individual to information relating to that individual held by the school.

PROCEDURES

1. The board will appoint a Privacy Officer to comply with the provisions of the Privacy Act 1993. Privacy Officer is Lorraine Wilson.
2. The Privacy Officer will ensure that the school meets its requirements to comply with the principles contained in the Privacy Act 1993.
3. Specific Requirements relate to the following areas:
 - Purpose of collection of personal information
 - Source of personal information
 - Collection of information from subject
 - Manner of collection of personal information
 - Storage and security of personal information
 - Access to personal information
 - Correction of personal information
 - Accuracy of information to be checked before use
 - School will not keep personal information longer than necessary
 - The school will limit use and disclosure of personal information
 - Unique identifiers.
4. A checklist for Privacy Officers is attached to this policy.

CONCLUSION

The board will comply with the requirements of the Privacy Act 1993

Formulated:	March 2001	B Duckworth
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