



PRIVACY POLICY

Rationale:

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

Purpose:

The purpose of this privacy policy is to promote and protect individual privacy with regards to:

1. The collection, use and disclosure of information relating to individuals, and,
2. Access by each individual to information relative to that individual held by the school, for both employees of the school and students of the school.

Guidelines

In complying with the provisions of the Privacy Act 1993 the Board will appoint at least one privacy officer. Procedures will be developed by the Board to assist the privacy officer in his or her task of ensuring the Board of Trustees and staff adhere to the principles contained in the Act and all aspects of their work for the Board.

The procedures will be designed to comply with the principles contained in the Privacy Act 1993 which specify requirements in terms of:

- 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 etc. of personal information to be checked before use
- Agency not to keep personal information for longer than necessary
- Limits on use of personal information
- Limits on disclosure of personal information
- Unique identifiers

(Please note the full version of the 12 Principles can be accessed through the Privacy Act 1993 - privacy.org.nz/news-and-publications/guidance-resources/information-privacy-principles).

Procedure

The storage and collection of records relating to students and staff will be as per the respective policies approved by the Board.

This policy is approved by the Greenhithe School Board of Trustees

Signed:
Board of Trustees Chairman

Date:

Review Date: