

Sawyers Bay School - Board of Trustees

Privacy of Information Policy



Purpose

To promote and protect the privacy of individual children, 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.

Note that this policy follows the key principles (referred to by number in brackets) of a complex piece of law called the Privacy Act (1993). For most purposes the best guide is to use good sense and to be constantly alert to the necessity for treating information about people with great respect.

Objectives

1. Personal information is collected only for purposes connected with the function of the school, and only when it is necessary to have this information. The purpose for collecting information is made known. (1,3)
2. In general, information is collected directly from the person concerned unless it is publicly available from elsewhere, or the person's interests are not prejudiced when collected from elsewhere. (2)
3. The manner of collecting information is not unnecessarily intrusive. (4)
4. Reasonable safeguards are in place to protect information from loss, unauthorised access, use or disclosure. As a general rule, information about any person is not given to a third party without the person's knowledge. (5)
5. The school takes all reasonable steps to make sure personal information is correct, up to date, relevant and not misleading. (8)
6. Individuals have access to information held about themselves, and may request correction of information held. (6,7)
7. Information is only used for the purposes for which it was obtained except in Official Information Act requests where the person's identity is not disclosed.
8. Information is kept only for as long as it is needed for the purposes for which it was obtained. (9)
9. Information is passed to others without the person's consent only when it is already publicly available or when it is being passed on in connection with a purpose for which it was obtained. (11)
10. The Board of Trustees members acknowledge that they are often privy to sensitive information. The Board of Trustees members are committed to adhering to the Board of Trustees Code of Conduct as it relates to access and sharing of sensitive information.

Effectiveness Review

1. This policy will be reviewed annually in accordance with the Board's self-review timetable.
2. The review process will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....
(Principal/BOT Chairperson)

Date