School
Dunedin Rudolf Steiner
Learning with head, heart and hands

PRIVACY OF INFORMATION POLICY

PURPOSE

This procedure aims 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) of a complex piece of law called the **Privacy Act 2020**. 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. The School Board is accountable for ensuring that the school abides by Privacy legislation and the Management Team is responsible for ensuring this occurs.

OBJECTIVES (the numbers in brackets refer to the numbered principles of the Act)

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 3rd party without the person's knowledge. (5) Private information is kept in locked paper or electronic student files (accessible by teachers and staff only) and personnel information is kept in locked paper or electronic personnel files (accessible by management and administrative staff only)

5. The school takes 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 or, when not corrected, to require that there be attached to the information a statement of the correction requested. (6,7)

7. Information is only used for the purposes for which it was obtained except in certain circumstances (e.g. for statistical purposes where the person's identity is not disclosed). (10)

8. Information is kept only for as long as it is needed for the purposes for which it was obtained. When information is no longer required to be kept it will be destroyed in such a manner that it cannot be read (E.g. shredding) (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. Only in very exceptional circumstances, allowed by the Privacy Act 2020, would information be shared with overseas entities (12).

11. School staff and the School Board shall, in the course of meetings, take all due care when discussing individual children or parents to protect the person's privacy.

Privacy Officer

Under the Privacy Act, every organisation is required to have a Privacy Officer. The Privacy Officer in the school is the Executive Officer. The Privacy Officer understands the principles of the Act and is responsible for:

- Ensuring that the agency complies with the Act;
- Dealing with requests made to the agency for access to, or correction of, personal information;
- Working with the Privacy Commissioner during the investigation of complaints.

EFFECTIVENESS REVIEW

This policy will be reviewed according to the Board's self review timetable.

All staff, members of the Board and the school community are informed of this policy and consulted with prior to any changes.

Signed.....Z Cummings..... Date...11/8/26.....

Presiding Member of the Board Date to be reviewed :