

NORTHLAND SCHOOL



Health and Safety Procedures *and* Legislation and Requirements Procedures Privacy

Privacy Officer

The Principal is the school's designated Privacy Officer under the Privacy Act 1993.

The Privacy Officer is responsible for ensuring s/he is adequately familiar with the Privacy Act to carry out this role competently.

The Privacy Officer is responsible for ensuring that all those that have access to personal information are aware of their obligations under the Privacy Act 1993.

The Privacy Officer is responsible for ensuring the school has adequate systems to prevent the inadvertent release of private information that would breach the Act.

Guidelines

All parents/caregivers, who provide personal information to the school, will be informed as to the intended use of the information and to whom it could be disclosed. In most cases, this will be covered in a statement at the time of enrolment.

The school will only seek private information that is required to enable it to fulfil its duties.

Hard copies of private information held by the school will be kept securely locked away at all times, with the exception of occasions when authorized persons require access to it.

Private information stored on the school's electronic systems will be password-protected, and accessible only by persons authorized to do so by the school Privacy Officer.

Only staff and the Board will have access to personal information on any student, unless the release of information is either specifically authorised by the parents/caregivers of the student.

The Privacy Officer can authorise the release of any information if s/he has reasonable grounds for believing that not to do so would put the safety of the individual at risk.

Parents/caregivers have access to any information held by the school on their child/ren or legal dependants.

Publication on the school's website (or in any other medium) of personal information or information that may identify an individual requires the authorisation of the individual involved, in addition to the authorisation of their parent/caregiver in the case of a student.

Only the Principal, the chairperson of the Board and the Staff member involved will have access to personal information on that staff member relating to performance management or any aspect of their personal performance. The Principal or Board Chairperson may share information with the Board "in committee" if this is required for the Board to carry out their duties.

From time to time, the school will be required to provide to the Ministry of Education private information on student performance, in aggregated form. The Privacy Officer will ensure that in such cases, the information is only provided in a form in which individuals cannot be identified.

The school will have in place procedures to ensure that private information is only provided to authorised recipients, and to ensure inadvertent provision of information to unauthorised people does not occur.