

CENTRAL SCHOOL



Te Kura Waenga o Ngāmotu

NAG 6 – PRIVACY AND OFFICIAL INFORMATION POLICY

PURPOSE

To ensure individual's privacy is respected and to ensure compliance with the Privacy Act 1993, the Local Government, Official Information and Meetings Act 1982 and the Official Information Act 1987.

POLICY

1. To promote and protect individual privacy.
2. To guide how information can be collected, stored, used and disclosed.
3. To encourage good information handling practices.

GUIDELINES

1. Personal information is information about an identifiable individual.
2. The board will appoint a staff member to act as a Privacy Officer. The Privacy Officer will be responsible for:
 - Encouraging compliance with the relevant legislation
 - Dealing with privacy requests and complaints about possible breaches of privacy;
 - and
 - Working with the Privacy Commissioner in relation to investigation of complaints.

3. The Privacy Officer will be guided by the 12 Privacy Principles as set out in the Privacy Act that deal with collecting, storing and keeping secure, using, disclosing, and assigning unique identifiers to, personal information.
4. The parent's consent must be gained for the use of a child's personal information (including student photographs, audiovisual recordings, use of children's names and applications for external assistance).
5. Where there is alleged to have been a breach of personal privacy, the school's complaints policy should be followed in the first instance. In the event the issue cannot be satisfactorily resolved, the parties are entitled to involve the Privacy Commissioner.
6. All requests for information will be responded to in accordance with the applicable Act, regardless of whether the requestor has specifically mentioned the Act under which they are making their request.
7. All requests for information will be responded to within the statutory timeframes specified in the relevant Act.
8. Central School may consider reasonable charge for the time and expenses incurred in actually providing information under the Official Information Act. Any situation in which a charge may be incurred will be in accordance with the Ministry of Justice Guidelines and requires the Principal's approval.