

Pukerau School

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, to ensure that all persons have access to information relating to themselves held by the school.

Objectives:

- 1 Personal information is collected only for the purposes connected with the function of the school, and only when it is necessary to have this information. The purpose for collecting the information is known.
- 2 In general information is collected directly from the person concerned unless it is publicly available from elsewhere or the person's interest are not prejudiced when collected from elsewhere.
- 3 The manner of collection is not unnecessarily intrusive.
- 4 Reasonable safeguards are in place to protect information from loss, unauthorised access, use of disclosure. In general information about a person will not be given to a third party without that person's knowledge.
- 5 The school takes reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.
- 6 Individuals have access to information held about themselves and may request correction of information held or that attached to the information is a request of the correction.
- 7 Information is only used for the purposes for which it was obtained except in certain circumstances (eg for statistical purposes where the person's identity is not disclosed).
- 8 Information is kept only for as long as it is needed for the purpose for which it was obtained.
- 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.
- 10 If a child is enrolled at the school who has HIV or AIDS or another blood-borne virus information concerning this child and their illness will be shared only with the Principal, Staff and Board.

Effectiveness Review

- 1 This policy will be reviewed as part of the Board's three year self review programme.
- 2 The Board will make its policy available to members of the school community after it has been passed by the Board.

Signed _____ Chairperson Date _____