

Taita College Board of Trustees

Privacy Policy

Rationale

The Taita College Board of Trustees acknowledges the need to protect the privacy of information for students and families, and for staff.

The Board endeavours to operate the College within the Principles of the Privacy Act 1993.

Delegations

The Principal is the delegated Privacy Officer.

The Privacy Principles

The 12 Privacy Principles set out in the Privacy Act 1993 shall guide the collection, retention, corrections, use and disclosure of personnel information held by the College. They are:

1. only collect information that you need
2. get the information from the individual concerned
3. tell the individual you are doing it
4. use lawful, fair and reasonable methods to do it
5. store and transmit information securely
6. give people access to their information
7. dealing with incorrect personal information
8. checking for accuracy before use
9. retaining information only for as long as necessary
10. use personal information for its purposes
11. limits on disclosure of personal information
12. use of personal identification numbers.

A brief guide to the Principles can be found at:

<https://www.privacy.org.nz/assets/Files/Guidance/2016-Quick-Tour-of-the-Privacy-Principles-A425655.pdf>

Guidelines

At Taita College this means that:

1. All forms used for the collection of personal information such as enrolment forms, will include advice about the collection, storage, use and access to information.

For example:

This information will be used within the school and provided when required to the Ministry of Education. In providing statistical information to the Ministry of Education individual students are not identified. You have the right to alter, amend and view any of these details at any time while your child attends Taita College.

2. Permission is sought on our school enrolment from parents or caregivers for use of photographs, name and examples of their learning used in both electronic and printed form (school website, newsletters, newspaper). Where permission is not sought, photographs, names and work of the student concerned will not be used without permission from parents or caregivers.
3. Email addresses will not be shared with others. All group emails such as that used to send out the Principal's Highlights will be blind copied so that no one is able to identify the recipients are or access their email address.
4. Information regarding the number of views out web site has each month, where the views are coming from and any key word searches being used to find our site may be collected.
5. Each employee will have a personnel file, stored securely which includes the information outlined in the Staff Personnel Files policy.
6. Employees are entitled to have access to the information in their personnel file. Information which compromises the privacy of another individual may be withheld if the conditions in the legislation are met.
7. Employees are entitled to ask for correction of personal information held in their file where they can provide evidence that it is incorrect.

Date approved

October 2018



Commissioner