

**POLICY  
NAG 6**

<p align="center"><b>BLOMFIELD SPECIAL SCHOOL &amp; RESOURCE CENTRE PRIVACY ACT POLICY</b></p>
--

**RATIONALE:**

The Board of Trustees is required to ensure compliance with the 12 principles of the Privacy Act 1993 in its role as the body corporate with the overall responsibility of governing the school.

**PURPOSE:**

To promote and protect individual privacy with regard to:

- the collection, use and disclosure of information relating to individuals.
- access by each individual to information relating to that individual held by the school.
- Correction by each individual of any information relating to that individual held by the school

**GUIDELINES:**

In complying with the provisions of the Act the Board appoints the Principal as Privacy Officer. The Principal, as the Board's chief executive in relation to the school's control and management and day-to-day administration, may delegate all or part of the role of Privacy Officer to other senior management staff.

The following procedures for the collection, use and disclosure of personal information will be followed by the Privacy Officer.

All forms which collect personal information will contain information about the purpose, use and disclosure of the information collected.

- e.g. applications for appointments removed 'Student record cards'; no longer used.  
individual student files  
enrolment information  
information about employees, students and parents/carers

On enrolment, parents/carers will be requested to sign consent forms related to the sharing of the personal information gathered to identify professional agencies.

Parents/Carers will also be requested to sign an annual Permission Information consent form with respect to photographs of their child being used on the school website, newsletters, class journals, school magazine and local media.

All students' classroom based working files will be reviewed regularly and have information that is no longer relevant removed and destroyed under the guidance of the Privacy Officer.

Both newly appointed staff and current staff will be required to sign a consent form with respect to personal information gathered regarding that individual. The personal file containing information about each individual staff member will be kept in a secure cabinet. Access will only be through the Privacy Officer or delegated representative. Staff requesting to have access to their personal file must make their request in writing to the Privacy Officer who will make the requested personal individual file available only to the named individual or their duly authorized representative or agent.

All or any new documentation or information added to any staff member's personal file will also be copied and forwarded to that staff member.

Any requests for a copy of information held on personal files will be provided at no expense to the staff member.

In collecting any information on employees the school must ensure that the information is used for the specific purpose it was intended and is collected from the individuals concerned. When the information is no longer relevant it will be destroyed.

All personal, employee information collected will be filed and held in a secure place where only authorized personnel have access to it and it is safe from vandalism and theft.

Private or sensitive information about staff and pupils on display within the school must be positioned in such a way that it may not be seen by visitors or unauthorized staff. The display of general information which is used to support student learning programmes and celebrate student progress and achievement will be undertaken with due care and consideration for the privacy of any individual involved.

No personal information held by the school will be disclosed to other agencies without first gaining the specific consent of the individual to whom the information is about. In the case of students, specific consent must be obtained from the parents/carers if the organization is not specifically named in the previously signed consent form. The exception to this would be where any such disclosure of information is requested through the application of other applicable legislation.

**RESOURCES:**

- Guidelines for Board of Trustees – Privacy Act 1993  
Published by NZSTA 2009
- Privacy in Schools 2009  
Published by Office of Privacy Commissioner

Approved by Board of Trustees 10.10.94

Reviewed Board of Trustees 30.10.2014