

PRIVACY ACT POLICY

RATIONALE

The policy and procedures outlined will assist the school in observing the provisions of the Privacy Act 1994 and its amendments, and so promote and protect individual privacy. For further information see Guidelines on the Privacy Act 1994 published by the Ministry of Education.

PURPOSE

To prevent personal information gained from individuals being disseminated to others without the prior permission of the individuals who provided the information about themselves, or their children in this case.

GUIDELINES

Chairperson of the Board of Trustees shall be the appointed Privacy Officer. The principal as appointed by the board (see board minutes dated 18th October 2005) will deal with requests to the school pursuant to the Privacy Act.

DATA

Upon enrolment at Oratia District School parents/guardians shall sign a form which will allow the school to:

1. Collect such data as is relevant to the educational and social needs of their child from the child's previous school, pre-school and other agencies.
2. Collect, while their child is attending Oratia District School, such data as is deemed necessary to ensure that their child's educational and social needs are met.
3. Pass on data relevant to the educational and social needs of their child to the next school that their child attends.
4. Allow, with the identity of the individual being protected, such information as is requested by official government bodies or educational research institutes, to be passed on to these bodies.
5. Allow their child's home address to be passed on to requesting Intermediate Schools to facilitate the mailing of various prospectuses in Year 6.

ACCESS & SECURITY

1. It is the school's responsibility to ensure that the information gathered is protected (from loss and access by unauthorised persons) by such security safeguards as are reasonable in the circumstances.
2. Student data will be available on request for parents/guardians to peruse or copy.
3. Data collected on staff will be available on request for that member of staff to peruse or copy.
4. When a student or an employee leaves Oratia District School, such information that is not passed on to the student's new school shall be either:
 - a. Offered on transferral to the respective parent / guardians or
 - b. Disposed of in a manner that preserves the privacy of the individual.
5. All efforts shall be made to ensure the information kept is accurate.

Initiated: 21st July 1994

Ratified: September 2002

Reviewed: September 2002, October 2005, November 2008