

Matauri Bay School



Policy:

Privacy of Information

The Privacy Act 1993 lays certain conditions for the collection, storage and divulging of person information. The Act is Based on twelve principals. These principals are summarised on the reverse of this policy.

- 1) Appoint a privacy officer for the school, whose job it shall be to ensure the school complies with the requirements of the act and its principals.
- 2) Advise parents enrolling children of the why and how information is collected regarding their children, who it is intended for and their rights to access of it.
- 3) Parents will also be advised that abstracts of this information are also forwarded to other schools which request it.
- 4) A section in the school information booklet will contain the information above.
- 5) Employees will also be advised why and how information is collected about them, where it is kept, and their rights of access.
- 6) Anybody who has information collected about them may review of it.

Statement for parents:

Dear Parents

While your child is at this school two kinds of information will be collected about your child:

- Personal details, supplied by you.
- Data related to the progress of your child at school – social, academic, physical.

The purpose of this information is to meet legal obligations and to monitor your child's progress.

You can request to see any of this information, and if there are errors of fact in it advise us.

When your child moves on to another school that will request information and we will send a summary of the information we have.

Statement for staff:

A confidential file on you of matter pertaining to you is held at a school.

Its purpose is to fulfil both administrative and legislative requirements. You have the right to inspect your file and, if you should find any, to draw attention to any errors and have them made right.

Adopted March 2012

(Replacing earlier policy, Pre May 1995)

Reviewed: