

LAKE TAUPO CHRISTIAN SCHOOL
Administration Policy

Ratified by B.O.T. **Date: 04 August 2021**

Review Date: 17 August 2023

Signed Chairman:

POLICY TITLE: Privacy of Information

POLICY NUMBER: 6 NAG'S REF 3

PURPOSE:

To provide a means of maintaining Privacy of Information collected and filed at the school.

GUIDELINES / OBJECTIVES:

The Board of Trustees will comply with the Privacy Act 2020, section 22 in its role as the administrator of the school.

The principal will be responsible for promoting and maintaining individual privacy, in regard to:

- The collection, use and disclosure of information relating to individuals.
- Access by each individual to information relating to that individual filed and/or held by the school.

Procedures used will be designed to comply with the principles contained in the Privacy Act 2020, section 22 which specify requirements in terms of:

- Purpose of the collection of personal information (Principle 3)
- Source of personal information (Principle 2)
- Storage and security of personal information (Principle 5)
- Access to personal information (Principle 6)
- Correction of personal information (Principle 7)
- Accuracy of personal information to be checked before use (Principle 8)
- Not to keep personal information for longer than necessary Principle 9)
- Limitations on the use of personal information (Principle 10)
- Limitations on the disclosure of personal information (Principle 11)

All forms used for the collection of personal information must define for what purpose the data is being collected. Examples of the types of forms used include:

- Applications and appointments.
- Student record cards.
- Enrolment information.
- Employment contracts.
- Information about pupils and parents.