



Te Kauwhata College

Privacy Policy

RATIONALE

Te Kauwhata College is required to comply with the Privacy Act 2020.

PURPOSE

To promote and protect individual privacy about the collection, use and disclosure of information relating to individuals. To ensure that students, staff and caregivers know that:

- Their information is being collected.
- Their information is used and shared appropriately.
- Information is kept safe and secure.
- They can get access to their information.

GUIDELINES

The principal or nominated staff member is the appointed Privacy Officer in the school.

The duties of the Privacy Officer are to:

- Be familiar with the privacy principles in the Privacy Act.
- Ensure that the 13 principles in the Act are adhered to:
 1. The purpose for collection of personal information
 2. The source of personal information
 3. What to tell the individual about collection
 4. The manner of collection
 5. The storage and security of information
 6. Providing people access to their personal information
 7. Correction of personal information
 8. Ensure accuracy before using information
 9. The holding of information no longer in use
 10. Limits on use of information
 11. Disclosing personal information
 12. Disclosure outside of NZ
 13. Assigning of unique identifiers

- Deal with any complaints from stakeholders about possible privacy breaches.
- Deal with requests for access to personal information, or correction of personal information.
- Act as Te Kauwhata College’s liaison officer with the Office of the Privacy Commissioner.

NOTES:

- ❖ Any digital collection of information must state the purpose collected and what it is to be used for. (Google Forms).

- ❖ **We will share personal information about students’ progress and well-being with those people named in our records as the parent(s), caregiver(s) or guardian(s) of that student. We will only share other personal information with the parent(s), caregiver(s), guardian(s) or extended family/whānau of a student who are noted in our records as able to receive that information.**

- ❖ A privacy statement is added to the Enrolment Form, and it states:

“I give permission for the Principal of Te Kauwhata College (or the nominee) to obtain, from previous schools, information relevant to this application. From time to time the school takes photographs and other digital images of students to record school activities for the newsletters, learning journals, prospectus, magazine, website, Facebook page etc. It is the school’s policy that any photographs or digital images for publication are either positive depictions of the students or they are taken in such a way to avoid identification. Please advise the school if you have any concerns about the publication of your student’s photographs.”

Reviewed: February 2024	Next Review: February 2027
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