

## **BAYFIELD HIGH SCHOOL PRIVACY POLICY**

1. The Board recognises its obligations in meeting the provisions of the Privacy Act 1993 in the collection, use and disclosure of information on staff and students.
2. All staff and students will be made aware that the school conforms to the provisions of the Privacy Act 1993 in terms of personal information collected on staff and students.
3. All forms used for collecting information will explain why the information is being collected, in that:
  - the school is entitled to collect information;
  - such information will be used only for the purpose it is intended;
  - the school may disclose such information as is necessary to prevent or lessen a serious threat to public or individual life or safety;
  - the Principal is required, under Section 77A of the Education Act, to forward the student's enrolment record when a student moves to another school.
4. Access to personal information is to be requested in advance, and must take place in the presence of either the Principal or the Office Manager. However:
  - Students aged 15 and below may only access their files if a parent or legal guardian is present.
  - Students aged 16 and over may be denied access if this is considered potentially harmful.
  - Parents and legal guardians may request access to their child's file, but any information related to other children will be withheld. Material or notes held by the Guidance Counsellor are deemed to be sensitive and personal, and access to that material will not be granted.
  - Inaccuracies may be corrected, but no material may be removed from, or added to, a file without approval from the Principal or Office Manager.
5. The Principal is the school's Privacy Officer. In all issues related to privacy where disclosure is discretionary, the Principal will rule as to whether information may be released.
6. Information on students and staff is to be kept in an area which is locked outside school hours, with access restricted to the Principal and the Office Manager. Electronic records must be kept in a secure manner.
7. In the case of official information requests about staff including requests from the NZ Police, the school will only release such information on condition that:
  - It is not further distributed or released unless legally required;
  - It is used only for the purpose intended;
  - It is destroyed once it ceases to have a use.
8. Staff may not take personally identifiable information regarding other staff or students off school premises in a publicly accessible format, unless required for a specific purpose, e.g. school trip

contact information and marking/reporting on academic work. Wherever possible, such information should be remotely accessed via the school intranet. Any information removed in hard copy format must be returned to the school or destroyed when no longer required.

9. Complaints or issues relating to privacy or access to information shall in the first instance be relayed to the Principal.

<b>Date of last review</b>	31 December 2014
<b>Policy Area</b>	NAG 6 (Legislative)
<b>Related legislation</b>	Privacy Act 1993 Education Act 1989