

## **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 student or staff personal information is to be requested in advance, and must take place in the presence of either the Principal or the Office Manager.
  - While inaccuracies may be corrected, no changes may be made to a file without approval from the Principal or Office Manager.
  - 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 to sensitive information if this is considered potentially harmful.
  - Parents and legal guardians may request access to their child's file, including attendance and achievement records, 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.
5. Student files and staff personnel files are to be kept in a locked cabinet outside school hours, with access restricted to the Principal and the Office Manager. Electronic records must be kept in a secure manner.
6. Requests for information about staff or students under the Official Information Act, or from a government agency such as the NZ Police, will be dealt with under the relevant legislation.
7. Due care will be taken with personally identifiable information regarding staff or students. For example, school trip contact information and student's academic work should be kept securely.
8. Staff are not permitted to access the personnel records of other staff without authorisation from the Principal.

9. The Principal is the school's Privacy Officer, and any concerns relating to privacy or access to information shall be relayed to the Principal. In all issues related to privacy where disclosure is discretionary, the Principal will rule as to whether information may be released.

<b>Next Triennial Review Date</b>	November 2020
<b>Policy Area</b>	NAG 6 (Legislative)
<b>Related Legislation</b>	Privacy Act 1993 Official Information Act 1982 Education Act 1989
<b>Linked Policies</b>	N/A
<b>Linked Documentation</b>	N/A