

HAVELOCK SCHOOL BOARD OF TRUSTEES - MARLBOROUGH

Policy Statement: Privacy of Information ~ 3.62

RATIONALE

Under this policy the school will regard the personal information supplied and held on its employees and students similarly. The Privacy Act governs the responsibilities of a person who is collecting, or who has in their possession, personal information about another individual. It applies to any organisation that collects, stores, discloses or uses personal information about identifiable individuals.

PURPOSE

- 1 To collect and hold only the information necessary, on behalf of the employee, child and family.
- 2 To observe and protect the right to privacy of all, with regard to the information held.

GUIDELINES

- 1 For students on enrolment, to ascertain, from the parent/guardian/caregiver, such information as;
 - a) required by law
 - b) needed by the school, Ministries of Education and Health
 - c) considered necessary by the parent/guardian/caregiver

The following privacy statements will be used on enrolment or application.

For parents when enrolling their child...

Privacy Statement: *The information collected will be used by the school for enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school.*

The information collected may be disclosed to appropriate education and welfare authorities and for data-gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Parent Consents: *Refer to enrolment form*

... I give permission for my child's name and contact details to be forwarded potential intermediate or secondary schools.

Signature of Parent/Caregiver _____ Date _____

- 2 For applicants when making application for employment to ascertain from the applicant such information as;
 - a) required by law
 - b) needed by the school to ascertain suitability
 - c) considered necessary by the applicant

For applicants when applying for employment...

D. Declaration ~ Please read the following statement and if you agree to it, sign below.

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present, employers, colleagues or other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

Applicant's Signature _____ Date _____

Privacy Statement from the Board of Trustees to Applicants

The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process, applicants' curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.

- 3 Enrolment including health information shall be filed in the school's student management systems (SMS) and Ministry of Education's on-line national student database *ENROL* and teachers' student folios as appropriate.
- 4 Attendance information, students' *Records of Learning* and any attendant professional records shall be held by their teacher and shall;
- a) be completed with the appropriate attendance, academic, social, health and welfare information as required
 - b) include results and observations from authorised support agencies eg. health; RTLB, specialist education/health services as appropriate
 - c) be available on request to legally recognised parents/caregivers
- 5 For some children anecdotal notes may be necessary, especially should continued atypical behaviour be exhibited
- 6 Before information held is passed on to another institution the information held shall be examined and only relevant information for the student shall be forwarded
- 7 All information shall be regarded as confidential to the school unless approval for its distribution to other agencies is given by the parent/guardian/caregiver
- 8 In respecting the confidentiality of information and the privacy of individuals, staff shall observe the provisions of the [Code of Conduct](#).
- 9 The principal shall act as the School Privacy Officer
- 10 The principal will examine employee records annually and dispose of any information that no longer has relevance or is required
- 11 Personal, employment and professional information held by the school on employees shall be stored in a secure fashion and destroyed not less than 90 days and no longer than one year after they leave the school's employment.
- 12 From the Collective Employment Agreements on Personal Files
- 2.5.1 The employer shall ensure that personal files are held in a secure place and access is confined to authorised personnel and the principal concerned.*
- 2.5.2 Attention is drawn to the Privacy Act 1993 which outlines responsibilities for the collection, storage and availability of personal information.*

Original *Park View* model. Modified 1997, 2002 and 2008. This version 2014.

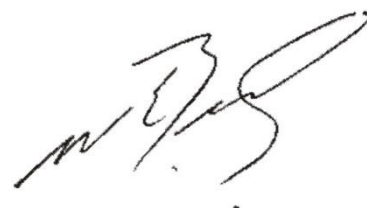
Formally Adopted

Mar 2014

To be Reviewed 2017/1

Chairperson

Principal



Refer... <http://www.nzfvwo.org.nz/keepingitlegal/kilfactsheets/12.pdf>