

# Rangiora High School Board



## Privacy Policy

### Rationale

The Rangiora High School Board is required to comply with the Privacy Act 2020 in the collection, use and disclosure of information.

### Purpose

1. To promote and protect individual privacy with regard to:
  - a. The collection, use and disclosure of information relating to individuals.
  - b. Access by each individual to information relating to that individual being held by the school.
2. To ensure that the principles of the Privacy Act are publicised and observed in all aspects of school life.

### Definitions

“Personal information” means information about an identifiable living individual.

### Guidelines

1. The Privacy Act is subject to all other legislation. In particular,
  - a. The Education and Training Act 2020 which obliges Principals to inform a student’s whānau, parents or caregivers of any matter that they believe is preventing or slowing the student’s progress or harming their relationship with teachers or other students.
  - b. The Official Information Act 1982 allows for personal information held by RHS to be disclosed if, in the circumstances of the particular case, the necessity of withholding the information on the grounds of protecting privacy is outweighed by other considerations that render it desirable, in the public interest, to make the information available.
2. In making decisions about the collection, storage, use and disclosure of personal information staff are to be guided by the 13 Information Privacy Principles (Privacy Act 2020):
  - a. Information and data will be collected in a manner that is fair and does not intrude to an unreasonable extent upon the personal affairs of the individual concerned. Reasonable steps will be taken to ensure that the personal information is up to date, complete and relevant.
  - b. All information collected will be used only for the specific purpose for which it was collected.
    - i. Personal information about individual students will not be discussed with persons outside the school staff unless that person is a parent or legal

- guardian, or there are reasonable grounds to believe that the information is necessary to maintain law and order or to protect the well-being of the student.
- ii. Personal information about individual staff members will be disclosed only to those persons reasonably involved in the appointment, promotion or discipline of that staff member.
  - iii. When making appointments applicants will be told that information they provide, or that may be collected, will be confidential to the school. Outside sources of information will be advised that any information collected will be treated confidentially.
- c. Information of a personal nature will be stored in such a way as to guard against loss and unauthorised access. Information will not be kept for longer than is necessary.
  - d. 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 and/or reporting on academic work.
    - i. Wherever possible, such information should be remotely accessed.
    - ii. Any information removed in hard copy format must be returned to the school or destroyed when no longer required.
3. Access to personal information is to be requested in advance. The request must be made in writing or by an oral request. Such requests will be treated as Official Information requests and will be governed by the legislation.
  4. The Privacy Officer at Rangiora High School will be the Business Manager. The Privacy Officer has responsibility for:
    - a. Providing professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy and privacy principles,
    - b. Ensuring that all students and parents/whānau/caregivers are made aware of what information is being collected, for what purpose, and why and how it will be stored,
    - c. Ensuring that all personal information is kept in a secure manner with access restricted to sensitive material,
    - d. Auditing RHS policy and practice on a triennial basis, and
    - e. Informing the Principal as soon as possible regarding any breach of the Act and policy/procedures.
  5. Concerns/complaints about privacy issues, and questions about privacy policies and practice, or requests to access information should be raised, in the first instance, with the Privacy Officer.

## **Related Policies**

Social Media Policy

## **Documentation**

[Education and Training Act 2020 - New Zealand Legislation](#)

Official Information Act 1982

Privacy Act 2020

Privacy Commissioner NZ

[www.netsafe.org.nz](http://www.netsafe.org.nz)

<b>Date of Review</b>	June 2023
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